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History

MUSEUM SYSTEM

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This instruction helps implement AFPD 84-1, *Air Force History and Museum Programs*, by giving requirements for the management of historical property and related museum activities.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 98-1. It updates the address of the Air Force Historian (paragraph 1.1); provides more detailed guidance for property disposal as recommended by the Air Force Audit Agency (paragraph 6.17); relieves the USAF Museum from processing requests and paying for restoration support items requested by field activities (paragraph 6.18.4); delegates approval authority for display aircraft color, marking, and insignia schemes to Major Command Historians while emphasizing the importance of authenticity (paragraphs 7.3.3, 7.3.4, and 7.3.5); and deletes a requirement that historical property activities prepare a separate memorandum of understanding with base medical units (paragraph 8.3.7.5). A bar (|) preceding a paragraph indicates changes from the previous edition. The entire text of IC 98-1 is at Attachment 7.

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Chapter 1

SYSTEM ACTIVITIES

1.1. The United States Air Force Museum System (USAFMS). The United States Air Force Museum System (USAFMS) consists of the Air Force's national museum at Wright-Patterson AFB OH, air force field museums, air force historical holdings, and airparks. (Large historical holdings may be referred to as heritage centers.) The USAFMS acquires, cares for, and manages all Air Force historical property. It operates under the policy and guidance of the Air Force Historian (HQ USAF/HO), 500 Duncan Ave., Box 94, Bolling AFB, DC 20332-1111.

1.1.1. For the purpose of this instruction, historical property refers to personal property only and does not include real property of historical interest (e.g., archaeological sites, cemeteries, buildings).

1.1.2. The United States Air Force Museum (USAFM), 1100 Spaatz St, Wright-Patterson AFB OH 45433-7102, is a direct reporting unit (DRU) of Headquarters Air Force Materiel Command (AFMC). The Museum depicts the general history of the Air Force, maintains its principal historical property collection, and preserves its material culture and heritage. The USAFM Director also directs the USAFMS and represents the Air Force with other museums, both foreign and domestic.

1.1.3. Air Force Field Museums (AFFMs) are funded activities individually approved or chartered by AF/HO that preserve a portion of the Air Force's material heritage on an Air Force installation. AFFMs have a mission statement assigned or approved by the USAFMS Director. Their collection of historical property occupies all or part of a building designated for the exclusive use of the museum. They are open to military and civilian visitors at least 40 hours per week on a regular schedule and are in the care of a professional staff that performs curatorial and related historical duties on a full time basis.

1.1.4. Air Force Historical Holdings (AFHH) are items of historical property on loan from the USAFMS to an Air Force organization. They are located on a military installation, but not housed in an AFFM. The Air Force associates them with the history of the unit or installation where they are located. For the purpose of this instruction, the term *historical holding* also means places that primarily display historical property, such as heritage halls and visitor centers. The primary purpose of an AFHH is to educate military and civilian visitors through the interpretive exhibition of graphics and artifacts in support of the mission statement. AFHHs do not actively collect or hold reserve collections; the Air Force does not staff them with museum professionals.

1.1.5. Airparks display one or more Air Force-related historical aerospace vehicles (aircraft or missiles) and related support equipment. The items are on loan from the USAFMS in the custody of an Air Force organization for outdoor display.

1.2. Field Activities. Field activities of the Air Force History Program generally operate separately and in parallel to the USAFMS.

1.2.1. Major Command (MAJCOM) historians (HO) will act as their commands' points of contact with the USAFMS and serve on command museum oversight committees.

1.2.2. Field historians at wings, centers, DRUs, and field operating agencies (FOAs) may not function as airpark custodians or supervise AFFMs.

1.2.3. The Air Force Historical Research Agency (AFHRA) at Maxwell AFB, AL, is the USAF's central repository for historical data and documents.

1.3. Specific Responsibilities. For specific responsibilities, see **Chapter 12**.

Chapter 2

ESTABLISHING MUSEUMS AND OTHER SYSTEM ACTIVITIES

2.1. Application. Establishing a USAFMS activity conveys on current and future commanders an ongoing responsibility for resources. Consider these requirements in any application for a new USAFMS activity. The application process has as its purpose promoting long range planning and instilling a clear understanding of the resources required to operate a USAFMS activity according to professional standards.

2.2. Air Force Field Museums. Sends a requests to establish an AFFM through the parent MAJCOM to the USAFMS Director. You must involve the USAFMS during the initial planning stages.

2.2.1. Proposals must include:

- The name and installation of the museum.
- The mission statement.
- A statement on the size, scope, and composition of the historical collection existing or to be developed.
- The nature and extent of interest or support that is pledged or that can be reasonably expected from nonmilitary agencies or organizations.
- The type, size, and location of the building or area to be used as a museum. Include an evaluation of the environmental factors that could affect preservation of artifacts and aerospace objects. If an existing building is to be used, provide current interior and exterior photographs along with architectural concepts and costs of any changes.
- A staffing plan with position descriptions of civilian and military staff, the number and grades of all other persons detailed to perform museum work, and the museum's location within the organization.
- The name, grade, and position title of the person designated to supervise the museum.
- The average number of hours to be worked per day that personnel assigned or detailed to the museum will work.
- A detailed financial plan, by year, for the first 3 years of operation. Include all sources of financial support, both appropriated and from other sources.
- Estimated date of the museum's official opening.
- Proposed museum visiting hours.
- Technical assistance that the museum needs from the USAFMS. Request assistance at any time from the USAFMS.
- If a private supporting organization has been formed, copies of the articles of incorporation, by-laws, IRS 501(c)(3) determination, current financial statement, and memorandums of understanding (MOU).
- Agreement to meet the professional exhibit requirements as established in **Attachment 2** of this instruction and all requirements and provisions of the Historical Property Agreement (HPA).

2.2.2. The USAFM staff reviews the information submitted and the Director sends it with recommendations to HQ USAF/HO for approval. These may include:

- Designation as a Provisional AFFM with certification by USAFMS required within 3 years.
- Disapproval of museum status with the recommendation that the activity be operated as an AFHH. The USAFMS may review this recommendation after deficiencies have been corrected.
- Disapproval of museum status with specific reasons noted.

2.3. Air Force Historical Holdings. Requests to establish an AFHH originate with the organizational commander who is accountable to the USAFMS Director for the material on loan to the organization. Requests must provide for professional exhibits requirements as established in **Attachment 2** of this instruction and in the HPA and its attachments. Forward requests through the parent MAJCOM to the USAFMS Director.

2.3.1. In your requests, include:

- The name of the installation and supporting organization.
- A mission statement for the exhibit.
- A scope of collections statement.
- The purpose of the exhibit.
- The exhibit's potential audience.
- The specific on-base location of the exhibit.
- The positions and or organizations that will be responsible for taking care of the exhibit.

2.3.2. The USAFMS Director reviews the submittal, and suggests any changes. Once the USAFMS approves the request, the organizational commander follows procedures in **6.7.** to obtain artifacts from the USAFM collection.

2.4. Airparks. Requests to establish an airpark originate with the organizational commander, who is accountable to the USAFMS Director for the property on loan to the organization. Requests must fulfill all requirements and provisions of the HPA and its attachments. Forward these through the parent MAJCOM to the USAFMS Director.

2.4.1. In your requests, include:

- The name of the installation and supporting organization.
- A mission statement.
- A scope of collections statement.
- A site plan to include proposed locations of aircraft, method of mounting, and security.
- Annual maintenance and financial plans and budget. Develop a budget for airparks and introduce it annually into the organizational budget cycle.
- The organization(s) that will be responsible for maintaining and accounting for the displayed equipment.
- A listing with justifications of historical aerospace vehicles desired for exhibit.

2.4.2. The USAFMS Director reviews the submittal and suggests any changes. After USAFMS Director's approval, the organizational commander follows the procedures in 6.5. to obtain aerospace vehicles from the USAFM collection.

2.5. Mission and Scope of Collections Statements. All USAFMS activities must have approved mission statements. The USAFMS Director may assign these or modify them by assigning a secondary mission. The missions of all USAFMS activities collectively express the Air Force's heritage and preserve its material culture. Plan mission statements to avoid unnecessary duplication and wisely use Air Force resources.

2.5.1. The USAFMS Director relies on mission statements to ensure that artifacts and other resources go to the proper activity and that the system represents the full heritage of the Air Force.

2.5.2. The scope of collections statement is based on the mission statement. It outlines the type and amount of historical property required to support the mission statement. The scope of collections statement can be general (by commodity) or narrow (by specific type or model), depending on the space and resources available.

2.5.3. The USAFMS Director is the authority for managing all artifacts. This person rules on any controversy about whether a particular item serves a particular mission.

Chapter 3

STAFFING USAFMS ACTIVITIES

3.1. Professional Qualities. Installation commanders must staff USAFMS activities to provide a high level of professionalism and quality of operation and to secure and preserve the artifacts. All civilian and military personnel with USAFMS duties--including volunteers--must have a record of honesty and emotional stability. See 3.5.

3.2. Air Force Field Museums (AFFM). Installation commanders provide civilian positions for AFFMs.

3.2.1. Either the director or curatorial position must meet the requirements of the Office of Personnel Management standards for GS-1015 or GS-1016 series, as appropriate, and must have a staff with a museum professional. If the Air Force authorizes both a director and a curatorial position, the curatorial position must be in the GS-1015 series.

3.2.2. Any panel created to select a museum director or supervisory curator, or to pass on the qualifications of those applying for such positions, must have a designated representative of the USAFMS as a member.

3.2.3. Staff the museum to meet its mission. It must have:

- A museum director who is a civilian employee occupying a professional museum position at a grade level appropriate to the museum activity. The director performs the traditional duties of curator in the smaller museums.
- A civilian assistant employed full time on curatorial and other museum-related matters.
- A civilian or military information management specialist to provide required administrative support.

3.2.4. Commanders may assign military personnel to museum duties, but not in positions requiring professional civilians.

3.2.5. Volunteers may work as receptionists, tour guides, gift shop clerks, or clerical aids. With the written approval of the AFFM director, volunteers may prepare exhibits, perform conservation duties, catalog artifacts, or otherwise work with historical artifacts. Such approval must be kept on file and must document the individual's specific qualifications, professional training, and character.

3.2.6. The AFFM director:

- Has direct and ready access to the commander or the person designated by the commander to supervise the museum staff.
- Has direct access to the president of the museum foundation, museum council, or similar organization.
- Has the authority to directly contact the USAFMS on professional and technical matters.
- Participates in all pertinent discussions of museum matters with the commander or the supervising staff agency head.

- As the professional adviser to the commander, is consulted on all matters relating to the professional operation of the museum, including recommendations on museum policy and on the acquisition, disposition, or use of property in the collection.
- Is an ex-officio member of any installation or organization historical committee, council, or private organization..

3.2.7. The AFFM director and other museum staff members must have a reasonable opportunity to advance their professional development through relevant conferences, seminars, workshops, and other museum training activities. Budget and allocate funds for this training.

3.3. Air Force Historical Holdings. AFHHs range in size from a single artifact to a visitors center containing hundreds of artifacts. Commanders appoint Historical Property Custodians (HPC) to ensure compliance with this instruction and with the HPA.

3.3.1. Staffing must meet a level that provides accountability and security to the artifacts and ensures that the AFHH effectively supports the organizational mission.

3.3.2. In larger holdings, especially those concentrated in a single building, adequate personnel (military, civilian, or volunteer) must be present during operating hours. They perform daily duties of security and housekeeping, interpret holdings for visitors, or assist in emergencies.

3.3.3. Commanders may assign current civilian or military personnel to full time, part time, or additional duty with the AFHH, depending on its size, mission, and services.

3.3.4. Volunteers may work in an AFHH, but not in a professional capacity. (See 3.5.)

3.4. Airparks. Airparks may range from a single aircraft or missile to very large collections. Preserve them by conducting frequent technical and security inspections and maintaining them consistently. These actions promote a positive image of the Air Force to both the Air Force community and the public.

3.4.1. The commander assigns a Historical Property Custodian to all airparks to ensure compliance with this instruction and the HPA and its attachments and to oversee the activities of supporting personnel and volunteers.

3.4.2. Military or civilian personnel with appropriate experience may perform the special duty of preserving airpark aircraft.

3.4.3. Volunteers may serve at airparks, but only perform duties for which they are fully qualified and capable.

3.5. Volunteers. Title 10, United States Code (U.S.C.), Chapter 81, Section 1588, gives the military departments authority to accept voluntary services for USAFMS activities.

3.5.1. The museum director appoints a museum staff member to be the volunteer coordinator. For AFHHs and airparks, the HPC serves as the volunteer coordinator.

3.5.2. The volunteer coordinator writes position descriptions for duties and training programs before assigning volunteers to work in USAFMS activities.

3.5.3. Each prospective volunteer must complete an AF Form 3569, **USAFMS Volunteer Application**. Keep records and scheduling information on volunteer hours using AF Form 3570, **Museum**

Volunteer Data Card. Each volunteer signs a Volunteer Ethics and Standard Agreement acknowledging that their service is free. Adapt the statement in **Figure 3.1.** for local use.

3.5.4. Don't give monetary or in-kind compensation to volunteers.

Figure 3.1. Volunteer Ethics and Standards Agreement.**USAFM VOLUNTEER ETHICS AND STANDARDS AGREEMENT**

The United States Air Force Museum (USAFM) acknowledges the valuable contribution it receives through the interest, time, and experience given by volunteers, sometimes, the only Museum representatives with whom visitors come in direct contact. Because volunteers are such an important part of the USAFM, these conduct standards are set forth for the protection of the volunteers, the USAF Museum, and the United States Air Force.

A USAFM volunteer may not accept compensation for any volunteer task, nor make any claim for services rendered at any time upon the Air Force Museum or United States Air Force. Museum volunteers work for the betterment of the Museum and not for personal gain other than the inherent reward and personal satisfaction derived from participation.

Volunteers must respect the significance, confidentiality and integrity of their positions in their access to museum collections, research data, staff activities, and associated privileged information.

Volunteers must make a timely disclosure when their volunteer assignments relate to an outside activity in which the volunteer or members of his or her family is personally involved, or to outside employment or other commercial venture. Failure to do so is grounds for dismissal.

Volunteers may not sign official correspondence without permission from the USAFM Director or responsible division chief.

Volunteers may not speak for the Air Force Museum or make statements that could be construed as museum policy to media.

Volunteers must exhibit a spirit of cooperation and friendliness when dealing with the visiting public and Museum staff, and must communicate openly and honestly.

Volunteers must enforce and obey all rules for visitors; repeat only correct information regarding the Museum and its collection; meet all scheduled work commitments promptly and reliably, and report to their supervisor upon arrival; record all service hours as they are incurred; promptly update residence or employment changes; report planned absences and scheduling conflicts immediately; and be willing to make up canceled work time if requested.

MY SIGNATURE REPRESENTS MY UNDERSTANDING OF AND WILLINGNESS TO APPLY THE ABOVE PERFORMANCE ETHICS AND STANDARDS IN ANY PROMOTION OF THE USAF MUSEUM.

Signature

Printed name

Date

Chapter 4

FUNDING USAFMS ACTIVITIES

4.1. Standards. Installation commanders fund their bases' USAFMS activities. Regardless of its size, the museum activity must present itself in a professional manner and reflect credit on the Air Force. Careful planning in the mission and scope of collections statements will help commanders allocate ample funds to the collections they sponsor. A USAFMS activity or supporting organization must not spend funds to restore, display, or maintain any aircraft, missile, or artifact that is not accessioned as historical property. This also applies to any item on loan to a USAFMS activity, unless the USAFMS Director gives written approval.

4.2. Air Force Field Museums. Commanders must support sponsored AFFMs. This support includes:

- Providing and maintaining facilities and grounds.
- Providing utilities and telephone service (including defense switched network [DSN] and Class A service).
- Preserving historical artifacts through measures such as adequate climate controls and museum-unique supplies.
- Providing display or exhibit cases, panels, museum furniture, special lights, signage, storage cabinets, mannequins, and other special furnishings and equipment.
- Assisting with public affairs activities.
- Ensuring the protection of grounds, building, historical collections, and aircraft. This includes construction, installation of fire alarm or suppression systems, and installation of intrusion detection systems (IDS).
- Printing announcements, brochures, and other museum publications.
- Hiring or assigning directors, curators, and other museum personnel.
- Travel in connection with museum activities.
- Transporting historical artifacts and related supplies and equipment.
- Providing postal and administrative services.
- Providing public parking.
- Providing handicapped access features and accommodations.
- Funding participation in off-base historical activities that support the base or museum mission.
- Funding technical and professional training for museum personnel.

4.3. Air Force Historical Holdings. Commanders must support sponsored AFHHs as they do authorized AFFMs, with these exceptions:

- They do not hire professional civilian museum personnel.
- Specialized museum equipment is limited to exhibit furnishings and environmental systems.

4.4. Airparks. Commanders must support sponsored airparks. This includes:

- Preparing aircraft display areas, including concrete pads, display stands, lighting, and landscaping as needed.
- Maintaining grounds.
- Accurately identifying each vehicle with descriptive plaques..
- Providing signage, security, supplies and equipment, and public parking.
- Funding conservation, preservation, and maintenance.
- Assigning civilian or military personnel additional duties to perform the above work.

4.5. Military Construction Program (MCP) Funds. MCP funds may be spent only at the USAFM, Wright-Patterson AFB OH.

Chapter 5

CLOSING USAFMS ACTIVITIES

5.1. Rationale. The USAFMS Director may temporarily close an activity to correct deficiencies. In coordination with AF/HO, the USAFMS Director may permanently close an activity if it fails to meet the minimum standards of this instruction.

5.2. Temporary Closures. Coordinate all temporary closures initiated by the MAJCOM or base with the USAFMS Program Coordination Division (USAFM/PC) at least 60 days in advance. Include:

- Reasons for the temporary closing.
- Estimated time the activity will remain closed.
- Temporary location of the historical property, whether it meets the requirements for security and conservation, and who oversees the historical property during the inactive period.

5.3. Permanent Closures. The Air Force considers any closure of more than 180 days permanent. You must coordinate all permanent closures initiated by the MAJCOM or base with USAFM/PC at least 90 days in advance.

5.3.1. Bring accessioning and cataloging up to date during this period and give a final inventory list to USAFM/PC.

5.3.2. The HPC and a representative of USAFM/PC must conduct a joint inventory before an organization officially closes the activity.

5.3.3. Resolve all property accountability issues before closing the activity.

5.3.4. The sponsoring organization bears all expenses for closure, including the joint inventory, packing, shipping, transportation, and travel.

5.3.5. The USAFMS Director provides instructions on disposing of the historical artifacts of the activity being closed. Don't dispose of any artifacts until you receive these instructions.

5.3.6. The sponsoring commander appoints an accountable officer to receive disposition instructions and fund citations, and to coordinate the shipment of the historical artifacts. The commander furnishes the USAFMS Director with this person's name, title, address, phone and fax numbers, and position.

Chapter 6

MANAGING USAFMS PROPERTY

6.1. Categories of Property. There are six categories of USAFMS property. Accountability, control, and administrative responsibilities vary because of the differing sources of museum property.

6.1.1. Historical Property. Items are designated as historical artifacts by the USAFMS Director. HPCs report objects not formally designated but of obvious historical significance to the USAFMS Director for formal designation. The USAFMS Director controls all historical property.

6.1.2. Heraldic Property. Includes the organizational flags of color-bearing establishments. (See AFI 84-101, **Chapter 5**) Such flags and related streamers are inherently historical and, upon retirement, are sent to the USAFMS Director, who controls retired heraldic property, for conservation and storage. They will be returned to the establishment if it is again activated. You may loan flags to successor organizations for exhibit to perpetuate the original organizational heritage, or to activities with related mission statements.

6.1.3. Unit Memorabilia. Includes emblems, insignia, patches, trophies, plaques, guidons, awards, and other small mementos of historical significance to a unit or establishment. Memorabilia may also include photographs (with captions, names, dates, and other identification) of significant events, equipment, facilities, commanders, mascots, and so on. The USAFMS Director controls retired memorabilia.

- An inactivating organization forwards items in history boxes consisting of up to one four-box set of NSN 8115-00-290-6016 or equivalent size triple-walled cardboard boxes listed in the GSA catalog.
- The USAFM evaluates and accepts materials for retention.
- Upon reactivation of the organization or transfer of its lineage to another organization, the organization requests the USAFM to send these materials..

6.1.4. Restoration Support Items (RSI). Are parts and accessories that you need to restore historical properties. (Examples: instruments, aircraft or missile components, propeller components, engine parts, tires, and canopies.) USAFMS activities are accountable for RSI materials, which they control using local methods. Maintain inventories and finding aids. Don't stock RSI materials that exceed your need; report such excesses to the USAFMS Director for disposition. (See **6.18**.)

6.1.5. Museum Support Articles. Are nonstandard items such as dioramas, models, reproductions, special display furniture, and library reference materials. They are neither original historical artifacts nor standard Air Force equipment as defined by AFMAN (formerly AFM) 67-1, *Basic Air Force Supply Procedures*. They may, however, be items of significant monetary value. Account for them through local inventories and finding aids.

6.1.6. Activity Property. Items are expendable and nonexpendable equipment and supplies received through normal supply channels for operational support. Account for activity property through normal supply procedures as required by AFMAN 67-1.

6.2. National Register of Historic Places. Historical property in the National Register includes the physical remains of prehistoric or historic districts, sites, buildings, structures, or objects significant in American history, architecture, archeology, engineering, or culture. For guidance on the criteria used to

designate and protect National Register properties, consult AFI 32-7065, *Cultural Resources Management*, and the Directorate of Environmental Quality, HQ USAF/CEVP.

6.3. Loaning Historical Property. The USAFMS Director controls, allocates, and distributes all historical property. Only the USAFMS Director may loan historical property to Air Force, Department of Defense (DoD) and other Federal organizations, foreign governmental or military museums, or civilian museums for static display purposes.

6.3.1. Only the USAFMS Director may loan or donate historical property for static display purposes to domestic non-Federal, nonprofit, educational museums that meet the requirements of 10 U.S.C. 2572 and DoD 4160.21-M, *Defense Reutilization and Marketing Manual*. This policy also applies to foreign civilian museums that qualify under equivalent statutes. The USAFMS Director is the determining authority on the qualification of foreign museums. USAFMS activities may not make third-party loans of historical property.

6.3.1.1. The USAFMS Director sets policy, qualification requirements, and application procedures for loaning historical property to civilian museums.

6.3.1.2. The USAFMS Director prepares standard loan agreements, conditional deeds of gift, or unconditional deeds of gift according to DoD 4160.21-M and AFM 67-1.

6.3.2. Don't loan historical property to support non-museum events. These include social occasions, parades, reenactments, retirements, and change of command ceremonies. Don't use historical property merely to decorate clubs, recreation centers, or similar facilities.

6.3.3. USAFM loans of historical property to non-Federal organizations must incur no expense to the Government. Make the items available in an **as-is, where-is** condition. The gaining institution bears all costs relating to the loan.

6.3.3.1. When it benefits the Air Force, the Government may pay to reclaim parts from aircraft and missiles loaned to civilian organizations.

6.3.3.2. When it complies with U.S. law and DoD Directives and serves the interest of the USAFMS, the Air Force, of the Government, the USAFMS Director may budget and pay for moving historical aerospace vehicles or other historical property for display or storage. (Example: an aircraft that cannot be moved to and displayed at the USAFM because of size, runway length, condition, or logistical considerations. The Director may have it flown to another museum at USAFM expense for display rather than losing it from the historical collection.)

6.4. Acquiring Property. The USAFMS Director is the Air Force point of contact for all historical property acquisitions to support USAFMS activities. All acquisitions, donations, purchases, loans, and transfers must fit the activity's scope of collections statement.

6.4.1. Only the USAFMS has the authority to directly contact HQ USAF/PES and Air Force Materiel Command (AFMC) System Program Directors (SPD) on the availability and acquisition of historical aerospace vehicles. According to AFI 16-402, *Aerospace Vehicle Assignment, Distribution, Accounting, and Termination*, HQ USAF/PES may reallocate to the USAFMS aerospace vehicles that exceed the Air Force operational inventory, ground training, or other requirements. Aerospace vehicles from the existing USAFMS collection, private donations, other Air Force assets in storage, DoD excesses, the General Services Administration, or the Drug Enforcement Agency are also obtained for allocation within the System.

6.4.2. USAFM/PC maintains request lists for aircraft and missiles by mission, design, and series (M/D/S) showing the requester and date of request.

6.5. Requesting Aerospace Vehicles and Engines. Submit requests by letter, signed by the organization commander, through the MAJCOM/HO to USAFM/PC. In the letter, include:

- M/D/S, including the serial number, if you are requesting a particular airframe.
- Unit to which the airframe is assigned and years of assignment.
- Justification based on the activity's scope of collections statement.
- Any other data to support the request.

6.5.1. The organization commander's signature implies concurrence with the request and validation that the item applies to the activity's scope of collections statement.

6.5.2. The MAJCOM/HO forwards the request to USAFM/PC with recommendations. If approved, USAFM/PC adds the request to the consolidated request list and notifies the requester of its status.

6.5.3. The USAFMS Director processes requests on a **first-asked, first-served** basis. When allocating scarce resources, however, the USAFMS Director considers factors such as scope, size of collection, indoor display capability, or the requester's capability to restore, maintain, or relocate an item.

6.5.4. Don't allocate aerospace vehicles to the field without getting MAJCOM concurrence and a written request from the gaining activity.

6.5.5. USAFM/PC coordinates the delivery of aerospace vehicles with the losing and gaining organizations and prepares the required accountability documents.

6.6. Losing Organization Preference (LOP). Requests for aerospace vehicles that are now serving with the requesting organization receive priority.. Priority also goes to requests for retired items if the requesting organization can show (by serial number) that the particular item was assigned to it.

6.7. Requesting USAFM Historical Property. The USAFM may loan historical property it doesn't need to other USAFMS activities. Such loans permit the broadest use of historical resources. When requesting nonspecific or multiple items, the requester must visit the USAFM to review collection records.

6.7.1. Send written requests through the MAJCOM/HO to USAFM/PC. Requests must include:

- An explanation of the scope and theme of the display and a description of the project and display plan.
- An exhibit and security plan that describes how you will display and protect the property. (See **Attachment 2**)
- The date a representative will arrive at the USAFM to screen the collection.

6.7.2. USAFM/PC contacts the HPC to confirm the visit date. Upon arriving, the representative is taken to the USAFMS Collection Management Division (USAFM/DM), where he or she reviews the property record files.

6.7.3. The requester lists the property he or she desires for the USAFMS registrar. The USAFMS Curator reviews the list and decides whether to approve the loan of each item.

6.7.4. The gaining organization provides a fund cite for shipping. USAFM/DM withdraws and ships the approved items with a DD Form 1149, Requisition and Invoice/Shipping Document. When the shipment arrives, the gaining organization physically inventories all items, then signs and returns one copy of the DD Form 1149 to USAFM/PC.

6.7.5. Don't borrow historical property solely to store it. You must display borrowed property unless the USAFMS Director authorizes otherwise in writing.

6.7.6. The requester works with the USAFM to complete an HPA, which states the conditions of the loan and responsibilities of the borrower. The requester sends the HPA to the organization's commander, who signs the HPA and appoints an HPC. Upon receiving the HPA and appointment letter, USAFM/PC establishes an account for the requesting activity.

6.8. Additional Sources. After coordination with MAJCOM/HO and approval by USAFM, you may also acquire historical property through these channels:

6.8.1. Excess Items. Items for display may occasionally be available through the DoD supply system. Contact the appropriate item manager to determine whether a particular item is available. If DoD doesn't need the item, the item manager may transfer it to the USAFMS. To effect the transfer, USAFM/PCA sends DD Form 1348-1, DoD Single Line Item Release/Receipt Document, to the item manager. Upon completion of the transfer, USAFM/PC loans the item to the requestor using a DD Form 1149.

6.8.2. Supply. When no excess is available, you may use supply channels to obtain items. Museum activities must budget and pay for such acquisitions. Upon receiving the historical property, report it to USAFM/PC. It will then be accessioned into the USAFMS collection, placed on the HPA of the requesting activity, and loaned using a DD Form 1149.

6.8.3. Transfers. According to this instruction and AFM 67-1, Volume 2, Part 1, *Base Procedures*, you may transfer items on organizational equipment accounts to the USAFMS as historical property for display purposes at no cost. The requesting activity provides the National Stock Number (NSN), nomenclature, other identifying information, and the organization's point of contact to USAFM/PC. USAFM/PC sends a DD Form 1348-1 accepting the item as historical property to the source and transfers the item into the USAFMS collection. The item is then added to the activity's HPA and loaned using a DD Form 1149.

6.8.4. Tables of Allowance. Items acquired as historical property or RSI do not require authorization on the organization's Tables of Allowance. Get such authorization to obtain equipment items that are categorized as activity property. Examples are slide projectors, video tape players, or air compressors that are used to construct or run exhibits and perform aircraft maintenance.

6.9. Gifts. Process offers of gift of historical property according to AFI 51-601, *Gifts to the Air Force*. Don't accept gifts that come with limiting conditions or high maintenance costs. Don't accept gifts that incur some explicit or implicit responsibility (for example, an agreement to display or exhibit, or to retain at one specific location). Inform potential donors that the donation is to the Air Force historical property collection and not to a specific museum.

6.9.1. Base or higher echelon commanders may accept gifts valued at less than \$500. The commander or a representative designated in writing must sign the acceptance.

6.9.2. The USAFMS Director may accept gifts valued between \$500 and \$5000. Route offers of gift valued at \$5,000 and above, with recommendation, to the USAFMS Director for submission to the Secretary of the Air Force.

6.9.3. Use AF Form 3571, **Proffer of Gift Agreement**, for gifts of historical property. Use the formats in AFI 51-601 for accepting or rejecting other types of property, such as archival or reference material related to exhibits. Acknowledge all donations in writing. Keep the signed original in the item's accession folder. Give the potential donor a copy.

6.9.4. AFI 51-601 prohibits USAFMS activities from valuing a donation for tax purposes of the donor. Activities may, however, value the item to determine the proper acceptance path according to AFI 51-601 and to determine the level of security required (see **Chapter 8**).

6.9.5. AFHHs may only accept gifts of historical property with written permission from the USAFMS Director. Accept property for immediate display only. AFHHs must send the item and original AF Form 3571 to USAFM/DM for accessioning, cataloging, and conservation. Once these actions are complete, USAFM/PC places the item on loan to the AFHH using a DD Form 1149 and returns it for display.

6.9.6. Refuse donations that fall outside the scope of collection and mission statement. Refer donors of such materials to an appropriate AFFM or to the USAFM at Wright-Patterson AFB. When the items offered are of obvious military historical significance or when other unusual circumstances make it inadvisable to refuse the donation, you may accept such artifacts pending disposition instructions from USAFM/PC.

6.9.7. After acceptance at any level, title to historical property passes to the USAFMS.

6.9.8. The Air Force does not authorize acquisition by a private organization acting as a surrogate or the operation of a separate holding account.

6.9.9. Process gifts of real property according to AFI 51-601.

6.9.10. Process gifts of personal papers or other historical documents not related to exhibits according to AFI 84-101.

6.10. Accepting Loaned Property. Discourage loans of historical properties from private individuals, groups, and other governmental bodies. Certain loans may be acceptable, however:

- Loans that the AFFM director approves.
- Loans made for no longer than a year. Use AF Form 3572, USAFMS Loan Agreement, to document the loan. This form may be locally reproduced.
- Loans approved in writing by the USAFMS Director and intended for immediate temporary exhibit by AFHHs.

6.10.1. Airparks must not enter into any loan agreements for artifacts.

6.10.2. AFFMs, AFHHs, and airparks must not unilaterally enter into any loan agreements for historical aerospace vehicles. Forward such proposed loans to the USAFMS Director for review. If approved, such loans will be made to the USAFMS Director for display at a specified activity.

6.11. Third-Party Loans of USAFMS Property. Forward all requests for loans of USAFMS historical property to USAFM/PC for coordination. Don't move or transfer any property without getting written approval from the USAFMS Director.

6.12. Inventory Reporting and Control. USAFM/PC must account for and report all historical property annually (RCS: HAF-HO(A)8801, Report of Historical Property). USAFM/PC sends out the annual Report of Historical Property to each AFFM and HPC no later than 1 February. In your reply to USAFM/PC (no later than 1 April), include:

- An inventory list signed by the HPC certifying that you physically inventoried and accounted for all historical property, and noted any discrepancies. (See **6.15.** for guidance on lost or damaged historical property.)
- An updated HPA point of contact list.
- An updated request list of aircraft and missiles. Annotate any deletions. (See **6.7.6.** for guidance on new requests.)
- Color photographs (prints from standard 35mm negatives) of all historical property on loan regardless of location. (Polaroid photos are not acceptable.)
- One copy of the HPA signed by the organization commander or equivalent.

6.13. Accountability Records. Each element of the USAFMS must ensure the accountability of historical artifacts.

6.13.1. Air Force Field Museums (AFFMs):

6.13.1.1. Establish accountability of historical artifacts within 24 hours of receiving them. All historical property in the custody of an AFFM must be accessioned.

6.13.1.2. Accession all artifacts within 5 working days of receipt by logging them into the accession register.

6.13.1.3. Catalog each artifact within 30 days using AF Form 3582, USAFMS Accession Worksheet, which constitutes the primary record of all historical artifacts (see **Attachment 3** for guidance on completing AF Form 3582). You may use field-generated computer-based formats that contain all the required fields.

6.13.1.4. Report acquisitions from sources other than the USAFMS collection within 30 days to USAFM/PC using AF Form 3582. Include copies of the AF Form 3571 or other transfer documents and color 35mm camera photographs of the new acquisition. (Polaroid photographs are not acceptable.)

6.13.1.5. Maintain the following collections management accountability documents:

- Accession register.
- Accession folder for each accession. It contains the original AF Form 3571 or appropriate transfer documents, supporting documentation, correspondence, and, if needed, AF Form 3573, **USAF Museum Conservation Report**. Historical property on loan from the USAFM retains the USAFM accession number.
- Historical property photographic negative files.
- Source of accession file.

- Current HPA inventory provided by USAFM/PC.

6.13.1.6. AFFMs with aircraft must also maintain the records required in **6.13.3.**

6.13.2. Air Force Historical Holdings (AFHH):

6.13.2.1. The HPC maintains the following collections management accountability documents:

- A document register assigning document numbers to official documents (DD Forms 1149, AF Forms 3571, etc.) and correspondence pertaining to to all donations, issues, transfers, and turn-ins of historical property, RSI, and support material.
- Individual transaction files organized by register number sequence. These contain primary copies of all documents and any supporting documentation, correspondence, or notes on the transaction. Maintain individual transaction files for 5 years or, if the transaction involves cataloged historical property, as long as the activity possesses the property.
- Current HPA inventory provided by USAFM/PC.

6.13.2.2. AFHHs with aircraft must also assure maintainance of the records required in **6.13.3.**

6.13.3. Airparks:

6.13.3.1. The HPC maintains the following collections management accountability documents:

- A document register assigning document numbers to official documents (DD Forms 1149, AF Forms 3571, etc.) and correspondence pertaining to to all donations, issues, transfers, and turn-ins of historical property, aerospace vehicles, RSI, and support material.
- A document file containing primary copies of all documents organized in register-number sequence. Maintain document registers and files for 3 years.
- Individual aircraft files organized by aircraft M/D/S. These contain transfer documents, radiation survey forms, AF Form 3580, Static Display Aerospace Vehicle Acceptance, Condition, and Safety Certificate , all related correspondence, and maintenance records.
- Use AF Form 3581, **Static Display Aerospace Vehicle Maintenance Log** to record all maintenance, repair, and other actions. Such actions include painting, washing, RSI installation or removals, part removals, weapons uploads, repair, and bird and weather proofing. This form serves as an accountability document to show the disposition of RSIs or historical property that was added to the vehicle. AF Forms 3580 and 3581 may be locally reproduced.
- Maintain aircraft files for as long as the airpark possesses the aircraft. Transfer the file with the aircraft or retire it to USAFM/PC if the aircraft is disposed of.

6.13.3.2. USAFM/PC provides current HPA inventory.

6.13.3.3. Forward all aircraft operational records AFTO 781 file, AFTO Forms 95, significant historical data, etc.) to USAFMS/PC upon delivery of the aerospace vehicle.

6.14. Change in Historical Property Custodian or AFFM Director. Each time a new HPC or AFFM director is appointed, the organization's commander:

- Advises USAFM/PC in writing (within 90 days if possible) of a pending change and requests a current inventory list.

- Directs the incoming and outgoing HPCs or directors to conduct a joint inventory. The incoming HPC or director signs the inventory list certifying that all historical property was physically inventoried and accounted for. Report any discrepancies. (See 6.15. for guidance on lost or damaged property.)
- Sends USAFM/PC the appointment letter.
- If an outgoing AFFM director or HPC will depart before the arrival or appointment of a replacement, appoint an acting director or interim custodian to certify the inventory list.

NOTE:

Failure to follow these instructions shifts liability for lost or damaged historical property to the HPC's appointing authority.

6.15. Lost and Damaged Property. If historical property is lost, damaged, or destroyed, the responsible activity must notify USAFM/PC within 1 working day. If the USAFMS Director deems it necessary, request the commander of the installation on which the subject AFFM, AFHH, or airpark is located to initiate a DD Form 200, **Financial Liability Investigation of Property Loss**. Then the Director appoints a surveying officer according to AFI 23-220, *Reports of Survey for Air Force Property* (formerly AFR 68-1).

6.15.1. The Air Force does not relieve an organization of accountability for the historical property until it has completed this or subsequent investigations and made a finding on the disposition of the property.

6.15.2. The surveying officer provides USAFM/PC with copies of all investigation reports to support any de-accession actions.

6.15.3. The USAFMS Director decides how to dispose of damaged or destroyed USAFMS assets.

6.16. Movement. The gaining organization and its parent MAJCOM must safely move USAFMS aircraft, missiles, and artifacts to, from, or between display sites. Before moving historical property, get written approval from the USAFMS Director.

6.16.1. The gaining organization bears the expense of moving, reclaiming, or demilitarizing historical property. In the case of civilian museums, this cost cannot be at the government's expense.

6.16.2. Don't cut structural members or components to facilitate movement or relocation without getting the written approval of the USAFMS Director.

6.16.3. Although USAFMS aircraft may appear to be flyable, you should not fly them. The Air Force will consider waivers to this prohibition on a case-by-case basis.

6.16.3.1. Once delivered to a display site, additional flights of USAFMS aircraft at that site are prohibited unless AFMC/CC approves them in advance. Send waiver requests, with full details of maintenance performed, aircrew qualifications, dates, times, justifications, and so on to AFMC/CC through the USAFMS Director. Coordinate with the USAFMS Director beforehand to ensure you have included all pertinent information.

6.16.3.2. The AFMC Commander approves flights of USAFM aircraft at Wright-Patterson AFB OH, and the flight movement of aircraft that USAFMS loans to civilian museums according to 10 U.S.C. 2572.

6.16.4. Get approval from the gaining MAJCOM/CC and AFMC/CC for ferry flights. The gaining organization and parent MAJCOM control all aspects of the movement. These include mishap accountability, the quality of maintenance performed on the aircraft to prepare it for flight, and the qualifications and constitution of the ferry aircrew. MAJCOMs set procedures and policies to control such movements and attendant mishap accountability. Send a copy to USAFM/PC.

6.16.5. When USAFM/PC receives written notification of intent to move and required approvals, it transfers accountability to the gaining organization and MAJCOM by a **transfer for movement** letter that covers preparation for flight and the flight delivery. The USAFMS Director decides what to do with aircraft that are disabled during movement by mechanical failure or accident.

6.16.6. When the flight is complete, the gaining organization notifies USAFM/PC within 1 working day and sends a written notice within 7 calendar days.

6.16.6.1. Upon receipt, control and accountability returns to USAFMS. USAFM/PC then places the aircraft on loan to the gaining organization for static display.

6.16.6.2. The gaining organization sends safety certifications and verification of completion of reclamation, if required, to USAFM/PC within 60 days. USAFM/PC supplies the certification and loan documents and requests reclamation requirements from the appropriate SPD if required.

6.16.7. Follow similar procedures for ferry flights of USAFMS aircraft conducted by other Government agencies or completed under contract by commercial firms. USAFM/PC accepts control and accountability after the aircraft has landed.

6.16.8. The USAFMS does not accept accountability for a new acquisition from the Air Force Operational Excess (AFOE) or from an exchange agreement until the delivery flight has safely landed, shut down, and chocked at the display location.

6.16.9. Follow existing regulations to move items as military air cargo, including airlift as external (sling) cargo by helicopter. (In the case of airlift, you may call the airlifting agency [Air Mobility Command, etc.] the **airlift organization** to distinguish it from the **moving organization**.) Transfer of accountability by USAFM/PC is at the discretion of the USAFMS Director.

6.16.10. Large or unusual items such as aircraft or missiles being moved via surface movement are **transferred for movement** to the moving organization and its MAJCOM as outlined in 6.16.5. The moving organization or MAJCOM assumes accountability for mishaps. The moving organization and its MAJCOM oversee security of the load, road clearances, qualifications of the drivers, special licenses and permits, and all other considerations. (See AFI 91-204, *Investigating and Reporting Mishaps*.)

6.16.11. The gaining organization properly packages the artifact for movement by commercial air or surface cargo. The moving organization and its MAJCOM must contract with commercial agencies to safely move historical property. Use a mode compatible with the delicacy of the item being shipped.

6.16.12. Ship sensitive, high-dollar value, and high value historical property (defined in 8.1.7.) via registered return-receipt requested US Mail within Postal Service size and weight restrictions.

6.17. Disposing of Historical Property. Each AFFM director or HPC notifies the Command Historian and USAFM/MUX and requests disposition instructions from the USAFM Director for all excess property (except activity property as defined in paragraph 6.1.6.).

6.17.1. Command Historians, in coordination with USAFM/MUC, may authorize the transfer of property to other historical property collections within their command. Property excess to the Command will be reported to USAFM/MUX for reallocation to other Commands, or for use in the USAF Civilian Museum Loan Program or USAFM Exchange Program. Based on these requirements the USAFM Director will issue a disposition plan to cover these alternatives. Property which is not going to be reallocated will be disposed of through the DRMS.

6.17.2. Excess property will not be (a) given, sold, or traded away; (b) returned to donors if it has been accepted as a donation and accessioned into the USAF Historical Property Collection; (c) transferred to civilian museums without approval of the USAFM Director; or (d) transferred to other USAFMS Activities without approval of the USAFM Director and respective Command Historians.

6.17.3. USAFM/MUC will be responsible for preparing all transfer documents. The AFFM Director or HPCs will be responsible for preparing all turn-in documents for property being entered into the DRMS. Provide copies of all turn-in documents (listing each item individually or by accession number) to USAFM/MUC.

6.17.4. Return to donors items that were offered to the USAFMS but not accepted or accessioned as historical property. If the donor can not be located or refuses the return, turn the items over to the base security police for disposition as lost and found property according to AFI 31-209, *Air Force Resource Protection Program*.

6.18. Managing Restoration Support Items. RSIs, while not generally listed on the unit equipment account, are nonetheless Government property and must be controlled. As a minimum, keep accurate records of each item with an identifying RSI sequence number, its nomenclature, numbers on hand, application, and location. You may transfer RSIs between system activities, but annotate local records to show inventory adjustments.

6.18.1. Don't sell, barter, give, or otherwise transfer RSIs to non-USAFMS activities.

6.18.2. RSI materials must support present and planned restoration projects and must be justified against such requirements. You may also keep a limited number of items for future repair or replacement needs. These include canopies, windscreens, and tires. Don't stockpile (hoard) items above justified needs. The individual activity and its MAJCOM control quantities. Accumulated RSI stocks cannot be exchanged outside the USAFMS.

6.18.3. If an RSI is to be used in an exhibit, report the item to USAFM/PC as historical property, drop it from the RSI register, and accession it into the USAFMS collection.

6.18.4. RSI sources include excess stocks from item managers, DoD reclamation activities, normal supply channels, Defense Reutilization and Marketing Offices (DRMOs), and transfers from other USAF museum activities. An activity may submit a Military Standard Requisitioning and Issue Procedures (MILSTRIP) request for restoration or repair purposes to the Aircraft Maintenance and Regeneration Center (AMARC) after obtaining approval from its Major Command History Office. The requesting unit will be responsible for funding MILSTRIP requests and conducting all necessary research in support of the request. Once the MAJCOM/HO has given approval, the requesting unit may process the request directly with AMARC, while providing courtesy copies of all subsequent correspondence to the MAJCOM/HO. Provide the following information:

6.18.4.1. M/D/S, serial number, and USAFMS accession number of the historical property on which you will have the part or parts installed.

6.18.4.2. Part number (PN) or NSN.

6.18.4.3. Technical Order (T.O.) reference including:

- T.O. number.
- Figure number in T.O. that shows the part.
- Index number of the part.
- Complete nomenclature of the part.
- Quantity requested.

6.18.4.4. Shipping information including:

- Department of Defense Activity Address Code (DODAAC) number of the requesting museum or airpark.
- Ship To** and **Mark For** addresses.
- Point of contact and DSN number (both voice and FAX) at the requesting organization.

6.19. Department of Defense Activity Address Code (DODAAC). Use DODAACs in all supply system and DRMO transactions. USAFM/PC gets DODAACs from HQ AFMC/LGID, who assigns individual DODAACs to AFFMs. AFHHs and airparks use the DODAAC assigned to their parent organization.

6.20. DRMO Withdrawals. AFFMs and AFHHs may obtain RSIs, historical property for display, and operating supplies through DRMO. Airparks are limited to RSIs and those items or equipment needed to restore, repair, and maintain historical aerospace vehicles and ground support equipment. Get Table of Allowance authorization for equipment acquisition.

6.21. Value of the USAFMS Historical Property Collection. USAFM/DM must provide two museum asset value totals to HQ AFMC/FMFA no later than the 16th workday in October annually. Using criteria provided by Defense Finance and Accounting Service (DFAS), provide the book value and fair market value for all historical property items over \$5,000. USAFM/DM must keep records supporting all valuations.

Chapter 7

CONSERVATION AND DISPLAY STANDARDS

7.1. Conserving Artifacts. Don't use any artifact accessioned as Air Force historical property to serve its original function, no matter how sound its condition. Don't subject it to fair wear and tear through consumptive use. Don't wear historical clothing or fly, operate, or fire any artifact.

7.1.1. Protect all historical property from agents of deterioration. These include vermin, mold, mildew, mechanical stress, dust, pollution, vandalism, excessive heat and humidity, and both visible and ultraviolet light extremes.

7.1.2. To preserve museum objects and prolong their usefulness to the study of material culture, keep all artifacts in museum conditions. Protect rare examples of historical aerospace vehicles and support equipment from the weather and changing climates. Don't display aircraft of predominantly wood and fabric construction outside.

7.1.3. Normal museum conditions are considered to be a stable environment that is free from repeated daily and seasonal extreme changes of temperature and humidity. AFFMs will maintain a constant temperature and relative humidity, with no more than a 5-degree temperature or 5-percent humidity variation from the professional norm for exhibit and storage areas. The USAFMS Director may modify that standard if he or she thinks it necessary.

7.1.4. Protect delicate original fabrics, finishes, and materials from deterioration by following generally accepted museum conservation standards found in *The Care of Antiques and Historical Collections* by A. Bruce MacLeish, published by the American Association for State and Local History, 1400 Eighth Avenue South, Nashville TN 27203. Only AFFMs may restore artifacts. AFHHs refer all conservation matters to the USAFMS Conservator, USAFM/DMC.

7.2. Handling Artifacts. Within reason, display all artifacts in cases.

7.2.1. When handling artifacts, wear white cotton gloves (vinyl or unpowdered latex may be substituted) at all times.

7.2.2. Use museum-safe materials to construct exhibit furnishings, whether in-house, by contract, or by purchase. Such materials prevent contact between artifacts and hostile surfaces or between artifacts of dissimilar materials.

7.2.3. Mount all artifacts so that they are safe from movement, damage, or theft. Don't use materials or methods of mounting that stress, damage, or in any manner alter the artifact being displayed.

7.2.4. Don't put screws, nails, escutcheon pins, single- or double-sided tape, or other adhesives in direct contact with any artifact. Don't use aquarium cement, which emits acetic acid during curing time.

7.2.5. All mat board, whether used as mounting, as barriers, or as identification signs, must be 100 percent acid-free. Don't affix identification labels to artifacts.

7.2.6. Don't display original photographs, archival documents, and records. Use photographic copies instead.

7.2.7. Address questions on standard conservation methods of mounting artifacts for display to the USAFMS Conservator.

7.2.8. Address questions regarding standard conservation methods for archival documents to the USAFMS Research Division, USAFM/RD.

7.3. Preserving and Restoring Aerospace Vehicles and Support Equipment. When repairing and restoring aerospace vehicles and support equipment, preserve their historical integrity. Use methods outlined in the appropriate T.O. Dash 2 maintenance and erection manual and the Technical Order (T.O.) Dash 3 structural repair manual. Don't inflict any damage on the airframe unless USAFM/PC has approved it for cannibalization. Make changes that compromise authenticity only to enhance the long-term preservation of items displayed outdoors. You must be able to reverse all such procedures. Use AF Form 3581, **Static Display Aerospace Vehicle Maintenance Log**, to record all preservation and restoration actions.

7.3.1. At a minimum, keep items from deteriorating further. Perform limited disassembly of the vehicle and selected disassembly of components. Thoroughly inspect the aircraft or missile, and locate, identify, and remove all areas of corrosion. Make sure the item is clean and free from dirt, debris, carbon, and contaminants. Apply a corrosion-preventative chemical film as specified in the appropriate technical order to all surfaces, reassemble all components and items, apply final chemical coating, and protect it from the elements while it awaits restoration.

7.3.2. Restore aerospace vehicles to original manufacturer's or operational appearance for the period depicted. Systems need not be operational. You may leave some interior areas unrestored but they must be complete. The work need not conform to airworthy standards. Repair all damage. Strip, clean, brighten, coat with a corrosion preventative, and give a final finish coat to the airframe. Damaged or missing components may be remanufactured to less than original or airworthy standards. **Note: Radioactive materials may have been used in the construction of aerospace vehicles.** Follow the procedures in **Chapter 9** for dealing with radioactive components before doing any work on an aerospace vehicle. Fulfill all local bioenvironmental requirements.

7.3.3. The Command Historian (or senior historian for DRUs and FOAs) approves color, markings, and insignia (CMI) packages. The requesting unit will be responsible for development of a package that includes the current paint scheme, the proposed paint scheme, and a justification for the change. All research associated with any proposed CMI packages will be conducted by the requesting unit. Units may paint aircraft to represent another aircraft of the same series and model with the written permission of the Command Historian.

7.3.4. Do not compromise authenticity by adding spurious names, logos, nose art, or other identifying features that violate the historical accuracy of the CMI. Do not compromise CMIs for reasons of personal edification. Do not mix markings from a variety of aircraft, i.e. using the nose art from one aircraft, the serial number of another, and unit codes from a third. Ensure historical accuracy in the placement and style of markings being applied, keeping in mind the "window" or "moment" of history you are representing. Fully document the markings being applied to static display aircraft.

7.3.5. Annotate the appropriate AF Form 3581, USAF Museum Aerospace Vehicle Static Display Maintenance Log, accordingly. Keep an aircraft's true tail number on all records.

7.4. Designing Exhibits. Exhibits must follow an approved story-line, be historically accurate, without distortion, and in good taste.

7.4.1. Design exhibits to prevent visitors from casually touching or handling the artifacts, except in circumstances where visitor participation is the goal. Don't use radioactive materials in exhibits intended for visitor participation.

7.4.2. Whenever in doubt on historical facts or interpretations, coordinate drafts of exhibit scripts with Air Force historians.

7.4.3. Comply with the exhibitry standards outlined in **Attachment 2**.

Chapter 8

SECURITY AND RESOURCE PROTECTION

8.1. Securing Property. Security within the USAFMS is broadly defined to include the physical security of facilities and historical properties from theft (internal and external), fire, safety (employee and public), and natural disaster. Security is a management responsibility executed in concert with the installations resource protection organization.

8.1.1. Methods of meeting security needs must not alter or in any way harm the integrity of Air Force historical property.

8.1.2. AFFM directors and HPCs, assisted as necessary by other base agencies, conduct a risk assessment to identify the most probable threats and hazards, and those potential losses that would most critically affect the USAFMS activity. HPCs of small AFHHs occupying part of another facility may incorporate their requirements with those of the overall building custodian.

8.1.3. The USAFMS Director may authorize exemptions to this instruction in writing as long as such exemptions don't compromise the safety of personnel or the preservation of artifacts.

8.1.4. When reclaiming historical aerospace vehicles, remove classified items. The losing organization gives USAFM/DM a detailed listing of the items removed. Include the nomenclature, model number, and NSN or PN. USAFM/DM tracks these items and attempts to acquire them for reinstallation when they are declassified.

8.1.5. USAFMS historical aerospace vehicles, their components, and all other classes of property previously defined are Government property. When dealing with them follow all applicable directives for accountability, control, and safeguarding. Don't sell them or give them away. Don't trade or loan them without getting approval from the USAFMS Director. To prevent accidental loss, dispose of them according to this instruction and coordinate them with the USAFMS Director on a case-by-case basis. RSIs, though not historical property, remain Government property and must be controlled according to local methods and procedures.

8.1.6. Protect historical property defined as high cash value resources (that is, paintings, precious metals, or jewels) according to AFI 31-209.

8.1.7. Other items of historical property may not meet the high cash value resource definition in AFI 31-209 but, because of their historical provenance, require similar protection. The AFFM director may designate this property as high value historical property (HVHP). The level of protection, which may include intrusion detection system (IDS) equipment, is based on the value as determined by the AFFM director and coordinated with base security police. Keep an appraisal value listing for HVHP and high cash value resources on display or in storage for such purposes.

8.1.8. Keep HVHP and high cash value resources stored within the AFFM inside secure containers or safes. Use AFI 31-209 security requirements for funds storage containers to determine the type of container or safe to use. Use the museum's appraisal value listing to determine the dollar value and the appropriate requirements to follow in AFI 31-209.

8.1.9. Display HVHP, high cash value resources, and weapons requiring IDS protection in secure cases, built to the **security case** standards contained in **Attachment 2**.

8.1.10. AFHHs must contact USAFM/PC for guidance in determining values and security requirements for high cash value resources and HVHP before displaying them.

8.2. Safety. Don't use aeronautical components from USAFMS historical aerospace vehicles on loan from the USAFMS collection in operational Air Force aerospace vehicles. These items include engines, starters, pumps, actuators, radios, propellers, wheels, tires, and structural components.

8.2.1. Remove from historical aerospace vehicles all cartridge-activated or propellant-activated devices (CAD/PAD) after delivery and before display. Take similar safety actions for high-pressure air bottles, fire extinguishers, toxic oxidizers, spring-loaded devices, pyrotechnics, and other hazardous components of any item of historical property upon acceptance into the collection. Follow **Instructions For Preparation and Maintenance of Aerospace Vehicles**, HPA Attachment B, to ensure the safe display of the item. Certify these actions on AF Form 3580, **Aerospace Vehicle Static Display Acceptance, Condition, and Safety Certificate**. Forward the original to USAFM/PC and keep one copy in the activity's individual aircraft file.

8.2.2. During maintenance and restoration you may encounter hazards, such as asbestos and other toxic materials used in aircraft and missile manufacturing. Coordinate all maintenance and restoration actions with the installation bioenvironmental engineer to ensure visitor and staff safety. See **Chapter 9** for radiation safety.

8.3. Planning for Emergencies. Provide fire detection in all parts of the facility and connect the central alarm to the installation fire department.

8.3.1. Provide fire suppression systems, in addition to fire extinguishers, in all display, workshop, and storage areas of the facility.

8.3.2. You may install IDS equipment instead of other security requirements to supplement existing security measures. Provide after-hours IDS protection in all areas of the museum, including workshops and museum storage, with the central alarm connected to the installation security office. USAFMS activities without IDS must include a requirement for it in their submission to the organization's financial plan.

8.3.3. Don't store hazardous materials near artifact storage, preparation, or display areas.

8.3.4. Make sure that the installation fire marshal inspects fire detection and suppression systems on a regular basis as required by applicable AFIs and local policies.

8.3.5. Make sure that the installation fire marshal installs and inspects emergency, battery-powered lighting systems on a regular basis, as required by applicable AFIs and local policies.

8.3.6. AFFMs and AFHHs with IDS equipment must develop an MOU with the installation security police to test this equipment on a regular basis.

8.3.7. AFFMs and AFHHs that are attended by and regularly host visitors must establish Operating Instructions (OIs), MOUs, and other procedures to meet minimum museum security and emergency response needs. Develop each of the following procedures in coordination with the appropriate base agency to ensure compliance with AFIs:

8.3.7.1. Resource Protection. This includes opening and closing, anti-robbery and robbery response, bomb threat notification and evacuation, high cash value resource, HVHP and firearm inventories, and confrontation management.

8.3.7.2. Fire Emergencies. This includes notification and evacuation procedures, fire extinguisher checks, emergency lighting checks, and procedures to respond to water and smoke damage to the collection.

8.3.7.3. Disaster Preparedness. This includes plans to deal with tornado, severe weather, hazardous materials emergencies, and evacuations. AFFMs and AFHHs must participate in base-wide disaster preparedness exercises and be included in the base emergency notification and recall plans. Disaster preparedness also includes post-emergency recovery actions and procedures.

8.3.7.4. Radioactive Material Emergencies. Coordinate these procedures with the base radiation safety officer (RSO) or bioenvironmental engineer.

8.3.7.5. Deleted.

8.3.7.6. Emergency Books. Develop emergency action books for the reception desk or another location that has good communications and access to the public areas of the facility.

8.4. Munitions. All USAFMS munitions (bombs, rockets, missiles, ammunition, flares, and other pyrotechnics) must be inert. Don't permanently mark or otherwise alter munitions. Qualified Explosive Ordnance Disposal (EOD) personnel must inspect all munitions and certify them in writing as inert. Accession records must show what actions were taken by whom and when to make the item safe. To display munitions without the normal **INERT** or **EMPTY** markings, establish MOUs with the safety officer and fire department.

8.4.1. To inspect and store live or suspected live munitions, establish an MOU with the EOD office serving the installation. Develop procedures to render the item safe for storage or display and get written certification of those actions. Keep this certification in the accession folder for the item.

8.4.2. All munitions received without a certification of inspection and verification of inert status are assumed to be live and are held in an approved separate, secured storage area until inspected. To remove munitions for inspection by EOD, use AF Form 1297, **Temporary Issue Receipt**. To reconcile records, EOD provides a signed destruction certificate for any munitions it destroys because of safety considerations.

8.5. Weapons. Keep all firearms and artillery in the USAFMS collection in a functional state in order to preserve their historical integrity, educational training, and aesthetic value. You may render firearms temporarily inoperable by removing firing pins, internal mechanisms, or parts. Removal of parts must not alter the external aesthetic appearance or detract from the display value. Clearly identify and securely store any parts removed. Don't cut, weld, deface, or permanently alter any historical weapon without the written approval of the USAFMS Director.

8.5.1. Don't display functional weapons. Render display weapons temporarily inoperable. Exceptions are allowed for:

- Antique weapons manufactured before 1898.
- Unique weapons whose disassembly might damage them or whose ammunition, links, or drums needed for functioning are not available.

8.5.2. The museum director or curator decides whether a weapon is antique or unique (and therefore an exception to the weapons on display rule). The local security officer, the museum director or curator, and this instruction determine security needs for antique and unique weapons on display.

8.5.3. Secure weapons on display to prevent their easy removal. Make security measures inconspicuous so they don't detract from the display's aesthetic appearance. Use security fasteners or discrete cable locks to secure weapons displayed as a component of a larger system (e.g., a turret or aircraft). Attach larger portable weapons on open display to display stands, the floor, or other fixture. Provide IDS protection to facilities housing crew-served and other large weapons.

8.5.4. Do not display aircraft weapons under 30mm outdoors. Use replicas or non-receiver weapon components, barrels, or barrel jackets to meet display requirements. Consult on a case-by-case basis with USAFM/PC for security provisions and exhibit requirements for ground-mounted crew-served weapons (e.g., anti-aircraft batteries) displayed outdoors.

8.5.5. Secure all weapons not on display, whether operable or inoperable, according to AFI 31-209. Follow structural standards in DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, for new construction or modification of facilities for storage of museum weapons. Modify existing facilities accordingly. When upgrading buildings, comply with approved plans for future development and new construction programs unless the National Preservation Act of 1966 precludes compliance.

8.6. Security Lighting. Place interior and exterior lighting in all museum buildings that contain historical property. Also place lighting in exterior display areas such as airparks to prevent vandalism and theft.

Chapter 9

RADIATION SAFETY

9.1. Program Direction. Radioactive materials can be present in a broad spectrum of domestic and foreign aviation artifacts produced as early as World War I. Materials made before the 1960s present a particular danger because of the wide use of radium at that time and the possibility of contamination due to oxidation and breakage. The USAFMS Director develops and disseminates policies and procedures for safely displaying, storing, and handling radioactive historical property or components, including RSIs, on public display or in storage. Direct questions on handling radioactive items to the USAFMS Radiation Safety Office, USAFM/MHR, 1100 Spaatz St, Wright-Patterson AFB OH 45433-7102.

9.2. Radiation Safety Officer (RSO). All AFFM directors must designate, in writing, an AFFM RSO, who oversees the AFFM radiation safety program. For AFHHs and airparks, the commander of the sponsoring organization appoints, in writing, a qualified individual (normally the installation RSO) from the installation staff. The AFFM RSO receives radiation safety training from the local installation RSO or bioenvironmental engineer. These two individuals coordinate and perform radiation surveys.

9.3. Initial Radiation Survey. All USAFMS activities perform an initial radiation survey and inventory of items in or on all USAFMS historical aerospace vehicles and all other historical property on display or in storage. Complete the initial survey no later than 12 months after the publication date of this instruction.

9.3.1. Take detailed internal and external radiation measurements of all historical aerospace vehicle and other historical property. For each item you survey, document these radiation measurements on AF Form 3583, **Static Display Aerospace Vehicle/Component Radiation Survey Log**. **Attachment 4** explains how to complete this log.

9.3.2. Do a swipe sampling of each radioactive item to determine the extent of any removable contamination. For each item you survey, document swipe samples on AF Form 3584, **Static Display Aerospace Vehicle/Component Radiation Swipe Log**. **Attachment 4** explains how to complete this log.

9.3.3. Removable radium contamination must not exceed 20 disintegrations per minute (DPM) per 100-square centimeters of area swipe sampled, or 20 DPM per entire dial face.

9.3.4. Inconspicuously mark the radioactive item on the front face with a neat, 1/4-inch dot of red paint. Number each red dot to correspond to the item number on the AF Form 3584.

9.4. Radiation Safety Records. Create historical radiation logs detailing the presence of radioactive commodities for each historical aerospace vehicle or item displayed or stored. Include:

- PN (if available).
- Stock number (if available).
- Source strength.
- Radioactive element.
- Location by station number or other specific identifier.
- Surface reading.

- Swipe test results and date.
- Date of scheduled follow-on testing.

9.4.1. The AF Forms 3583 and 3584 used to record radiological measurements required in **9.4.** constitute the historical radiation log for each USAFMS historical aerospace vehicle or item displayed or in storage, and are the principal documentation in the radiation safety program.

9.4.2. Keep historical radiation logs as follows:

- One copy in each item's accession folder or individual historical aerospace vehicle file.
- One copy in the USAFMS activity's radiation safety master file, with separate sections for historical aerospace vehicles and all other items.

9.5. Periodic Monitoring. Update historical radiation logs for each radioactive item at least once every 3 years. Include new swipe samples to discover whether radioactive materials have leaked since the initial survey and to document any radioactive components added. Contact the local installation RSO for technical assistance during periodic monitoring. The installation RSO reviews the results to control radiation levels and radioactive contamination.

9.6. Personnel Exposure Levels. For all radioactive items, keep exposure levels to visitors and staff as low as reasonably achievable (ALARA). Don't allow public and staff access to aircraft interiors and other displays or items whose exposure levels exceed 0.5 milliRoentgens-per-hour above background. Bring radiation levels within that limit by shielding or removing the radioactive components or by resituating the radioactive items within the exhibit.

9.7. New Acquisitions. Any items added to a USAFMS collection must come with a historical radiation log. If none exists for the new acquisition, immediately start a radiation survey. This includes creating a historical radiation log (see **9.4.**).

9.8. Maintenance of Radioactive Items. Don't perform mechanical work or maintenance on radioactive items unless you are simply replacing an entire component according to a T.O. Don't use grinding, machining, etching, drilling, or any other physical or chemical process that changes the form of the component or produces respirable or ingestible particles. Don't open aircraft instruments, switches, circuit breakers, or other components that contain radioactive materials.

9.8.1. Only contractors licensed by the Nuclear Regulatory Commission (NRC) or state regulatory agency to perform such work may replace radium paint on instrument dials with non-radioactive substitutes. Coordinate proposed actions with USAFM/MHR.

9.8.2. Immediately report any damage to radioactive items to the local installation RSO or bioenvironmental engineer so that he or she can promptly assess the danger and determine cleanup requirements.

9.8.3. Handle exposed radium-containing paint on items (as a result of an original specification, deterioration, vandalism, or other damage) with great caution to avoid contaminating visitors, staff, artifacts, facilities, and equipment. Do not use unprotected radium painted items for "hands-on" exhibits (E.G, throttle/pitch quadrants, bombsights, gunsights, etc.).

9.8.4. Forbid public and staff access to USAFMS historical aerospace vehicles or areas containing damaged or leaking radioactive commodities until the area has been monitored, assessed, and decon-

taminated if necessary. Document such occurrences in the item's historical radiation log. The installation RSO or bioenvironmental engineer must approve, in writing, the reopening of the display area to the public and staff.

9.9. Emergency Response Procedures. All USAFMS activities with radioactive USAFMS property must create and enforce written emergency procedures. The local installation RSO or bioenvironmental engineer must approve these procedures.

9.10. Shipment. Any material identified as radioactive must be identified, packaged, labeled, and shipped according to AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment*, and 49, *CFR, Transportation*. AFI 40-201, *Management of Radioactive Materials in the Air Force*, states requirements for preparing and shipping unserviceable commodities identified as waste, explains how to handle, store, and identify radioactive material, and gives advice for handling magnesium-thorium, depleted uranium components, lensatic compasses, nucleonic oil indicators, and wrist compasses.

9.11. Exchange. To get approval for exchanging radioactive items (such as instruments and components) or historical aerospace vehicles containing radioactive components, you must comply with this instruction.

9.12. Disposal. Within the United States, dispose of historical aerospace vehicles turned over from display through existing channels. This means you must remove all radioactive materials for special disposal according to AFI 40-201. Use the same procedures to dispose of individual radioactive components (such as excess RSIs). If special conditions require other processes, coordinate them with USAFM/MHR and get them approved by the Air Force Radioisotope Committee, HQ AFMOA/SGPR, Brooks AFB TX 78235-5000.

9.13. Loan to Civilian Museums. Unless civilian museums hold a specific NRC license, a state license, or are exempt from licensing requirements as set forth in the current Title 10, Code of Federal Regulations, Part 40, Section 13, remove all radioactive items before loaning USAFMS property to a civilian museum.

9.13.1. USAFM personnel must remove radioactive components of USAFMS property loaned to civilian museums before the Air Force published this instruction and return it to the USAFM.

9.13.2. Civilian museums must not install radioactive components in USAFMS property.

9.14. Standardized Survey Equipment. To standardize radiation survey results, use an appropriately calibrated thin end window GM probe beta-gamma survey meter, such as the AN/PDR-27 (with a scale reading in milliRoentgens-per-hour). This instrument measures direct exposure and detects most dangerous isotopes except for isotopes such as tritium and some promethium-147 sources. You don't need to take alpha measurements for component identification. Use swipe sampling to verify suspected removable alpha contamination. Field screen swipe results with a properly calibrated PAC-1-S or AN/PDR56F for gross levels and get the USAF Armstrong Laboratory Radioanalytical Services (USAF AL/OEBA) to confirm the swipe results.

Chapter 10

PRIVATE ORGANIZATIONS

10.1. Administrative Requirements. According to AFI 34-123, *Private Organizations Program*, commanders may permit private supporting organizations (such as charitable foundations) to be established and licensed for the specific purpose of supporting USAFMS activities at their locations. Such organizations must:

10.1.1. Be chartered and incorporated under appropriate state laws.

10.1.2. Be recognized and granted status as a charitable organization by the Internal Revenue Service (IRS) under the provisions of IRS 501(c)(3).

10.1.3. Operate under articles of incorporation and by-laws that limit the activities of the organization to the support of the USAFMS activity.

10.1.4. Provide annual financial statements to the supported USAFMS activity and to the installation Services office as required by AFI 34-123. The USAFMS activity must send one copy to the MAJ-COM/HO.

10.1.5. Create two MOUs and keep them current with any changes of signatories:

- One MOU clearly defines responsibilities, limitations, terms, and working relationships between the organization and the commander and states that the organization will comply with this instruction.
- A second MOU clearly defines the responsibilities, limitations, terms, and working relationships between the organization and the AFFM director or person in charge of an USAFMS activity.

10.2. Conflict of Interest. Museum directors, staff supervisors, and HPCs serve as advisors on the managing boards of all supporting organizations. They may not, however, serve in any elected position or become a voting member of the organization.

10.3. Authorized Activities. Private organizations may do the following in support of museum or base historical activities:

10.3.1. Raise funds to support capital construction of facilities. The commander and the parent MAJ-COM must approve all related plans for site development, architectural concepts, and means of fundraising. AFI 51-601 contains criteria for accepting such financial gifts.

10.3.2. Raise funds in general support of USAFMS-approved activities.

10.3.3. Fund the acquisition of significant historical properties on behalf of the USAFMS for the museum or base historical activities.

10.3.4. Collect funds by donation boxes, unless State or local laws prohibit it. Make the boxes visible to visitors and to USAFMS activity staff members and label them to show the sponsoring organization and the intended use of the donations.

10.3.5. Operate gift shops with sales authorized for all visitors. Sell items that relate to the museum's historical interest or to military history, heraldry, and organizations in general. Such items include:

- Souvenirs related to the base or to military units that are or have been stationed at the base.

- Scale models of military equipment.
- Printed matter dealing with the military, such as pamphlets, books, prints, and maps.
- Reproductions of paintings, equipment, clothing, insignia, and other items that illustrate aspects of our military heritage.

10.3.6. Engage in other socially acceptable activities that promote the welfare of the USAFMS activity.

10.4. Prohibited Activities. Supporting organizations may not:

10.4.1. Take any action that obligates the commander or the USAFMS activity to either current or future actions or to financial burdens without the written concurrence of the organizational commander, the parent MAJCOM, the USAFMS, or HQ USAF/HO, as appropriate.

10.4.2. Take physical or legal possession of historical properties or artifacts. Any such materials obtained by either gift or purchase by the organization are inferred by charter to belong to the USAFMS activity. All rights and title pass to the USAFMS within the supporting organization's fiscal year.

10.4.3. Do anything contrary to the intent, guidance, or purpose of this instruction or that would reflect improperly on the Air Force, the USAFMS activity, or the base that owns the activity.

10.4.4. Solicit or accept any historical property on behalf of the USAFMS activity or the USAFMS without approval from the USAFMS activity and the USAFMS Director.

10.4.5. Sell in the gift shop:

- Historical artifacts (normally in a museum collection), such as obsolete equipment, weapons, clothing, and medals.
- Objects whose sale could be considered in poor taste or offensive to national, ethnic, or religious groups. Examples are Nazi medals, insignia, and flags.

10.5. Division of Responsibilities. The Air Force encourages the supporting organization representing the interests of the community, citizens, and patrons to present advice, counsel, and suggestions to both the commander and the USAFMS activity. Supporting organizations may not, however, administer or manage the USAFMS activity or interfere in the supervisory relationships between USAFMS activity employees, the commander, and the USAFMS.

Chapter 11

CERTIFICATION AND STAFF ASSISTANCE

11.1. Certification. USAFMS has as its goal ensuring all museums within the Air Force meet or exceed professional museum standards established by the American Association of Museums (AAM), the professional museum accreditation organization in the United States. Museums preserving and presenting our heritage to both the Air Force community and the public must do so with excellence and professionalism.

11.1.1. To become a certified AFFM, a museum must meet the minimum certification standards set by USAFMS (see **Attachment 5**), including an in-depth questionnaire (attested to by the commander) on the status of the AFFM and an on-site inspection of the AFFM by an USAFMS team. At least one representative from the USAFMS and one museum professional from outside the USAFMS conduct this inspection, following this instruction. A USAFMS certification panel reviews the team's report. The panel makes recommendations to the USAFMS Director, who approves or disapproves certified status for the inspected AFFM. The Secretary of the Air Force grants certification status.

11.1.2. After the initial certification, the Air Force must reevaluate the AFFM every 5 years (see **Attachment 5**). However, if there is reason to believe that an AFFM's professional performance or abilities have significantly changed, the USAFMS Director may order an earlier reevaluation.

11.1.3. If an AFFM does not meet minimum standards, USAFMS informs it of its defects and allows it 18 months to correct them. When USAFMS determines through a follow-up visit that the AFFM has corrected the defects, it upgrades the AFFM to a certified AFFM status. If the AFFM has not corrected the defects, the USAFMS recommends that certification be withdrawn and that the facility either be redesignated as an AFHH or closed.

11.1.4. AFFMs that have been certified should seek AAM accreditation.

11.1.5. The USAFMS will initiate the certification process 3 years after the date of publication of this instruction, or establishment of the museum. Any AFFM that has not met the minimum standards within 2 years after the USAFMS initiates the certification process may not acquire any further historical properties.

11.2. Staff Assistance and Site Visits. USAFMS representatives must regularly visit AFFMs, AFHHs, and airparks. On these visits, assess the progress of the activity and provide technical assistance in solving professional issues. Tell commanders whether their USAFMS activities conform to this instruction. Commanders may request USAFMS visits to address special concerns at any time.

Chapter 12

SYSTEM RESPONSIBILITIES

12.1. The Air Force Historian:

- Sets policy and provides guidance on the USAFMS.
- Communicates between the Secretariat and Air Staff and the USAFMS.
- Rules on proposals to establish AFFMs
- Decides issues involving the historical accuracy or interpretation of exhibits.

12.2. The Commander of the Air Force Materiel Command (AFMC/CC):

- Controls USAFM/USAFMS operations.
- Funds and staffs the USAFM and helps procure materials, equipment, and facilities for its mission.
- With HQ USAF/HO coordination, selects the USAFM/USAFMS Director.
- Supervises the USAFM/USAFMS Director.
- Rules on requests to fly USAFMS aircraft for relocation and requests to fly USAFMS aircraft on static display.
- Exempts significant historical aerospace vehicles identified by the USAFMS Director from reclamation.

12.3. The Director of the USAF Museum and USAF Museum System:

- Supervises the USAFM staff.
- Manages the USAFMS. Also controls all historical property, including identification, acquisition, preservation, accessioning and cataloging, loan, transfer, exchange, and disposition.
- Designates as historical property significant contemporary and obsolete aerospace vehicles and other equipment or material relating to the history of the Air Force. Coordinates appropriate actions to acquire and preserve them.
- Discharges Air Force responsibilities under Title 10, U.S.C., Section 2572, concerning the loan, exchange, or donation of excess historical property.
- Assists organizational commanders in selecting museum directors and curators.
- Gives the Air Staff and Secretariat professional expertise and advice on the material history of the Air Force.
- Provides technical guidance and professional assistance to government activities, educational institutions, and private, nonprofit organizations that portray Air Force history in their museums and exhibits.

12.4. MAJCOM Commanders:

- Assure adequate resources for and support of AFFMs, AFHHs, and airparks within their commands.
- Endorse the establishment or closing of AFFMs, AFFHs, and airparks..
- Establish an effective command museum oversight committee, chaired by the MAJCOM Vice Commander, if needed to monitor USAFMS activities within the command.

- Provide command guidance as needed and use MAJCOM/HO as point of contact for command USAFMS activities. MAJCOM/HOs will coordinate supplements to this instruction with the USAFMS Director and HQ USAF/HO.)
- Use the command Inspector General (IG) to determine whether command and unit activities comply with this instruction.
- Ensure that subordinate units identify and report all items of possible historical value to the USAFMS Director. These include captured enemy equipment and other foreign material that may be of historical value.
- Ensure that subordinate units submit the annual **Report of Historical Property** (RCS:HAF-HO(A)8801) and report other property of potential historical significance in organizations being inactivated.
- Ensure that USAFMS activities under their control are used for education and training.
- Provide required support to Historical Property Collection Teams (HPCTs) and help coordinate their activities with appropriate combatant commands. (See **12.8.**)

12.5. Installation, Organization, and Unit Commanders:

- Support AFFMs or AFHHs under their command with the resources necessary to satisfy the requirements of this instruction.
- Include AFFMs and airparks in their annual unit budgets (financial plans) by type of activity and expense element as prescribed in the MAJCOM budget call.
- Sign initial and renewal Historical Property Agreements (HPAs).
- Process gifts of historical property according to AFI 51-601 and this instruction.
- Use the vice commander or second in command to supervise USAFMS activities on their installation.
- Select AFFM directors and staff members in coordination with the USAFMS Director. Appoint Historical Property Custodians (HPCs) for AFHHs and airparks.
- Locate, identify, secure, and report to the USAFMS Director all historically significant items within their command, especially during hostilities.
- Ensure that USAFMS activities are used for education and training.
- Support HPCTs.

12.6. Air Force Field Museum Directors:

- Control and care for all historical property placed in their custody by the USAFMS. This includes identification, collection, preservation, conservation, and accessioning and cataloging.
- Account for historical property on loan to the AFFM by inventorying and certifying the listing annually..
- Comply with the HPA and its attachments.
- Supervise and conduct museum operations.
- Prepare and submit an annual budget for inclusion in the installation financial plan.

- Create interpretive exhibits using the museum's collection, references, and other sources to support the museum's mission statement. Draw upon the knowledge of Air Force historians when performing research.
- Develop appropriate education and training programs to support the commander.
- Advise the commander on all matters pertaining to the museum, such as identifying potential historical property.
- Coordinate with MAJCOM/HO on major issues and keep MAJCOM/HOs informed of museum activities.
- Adhere to the standards of the museum profession. (See **Attachment 6** for a selection of professional reading.)

12.7. Historical Property Custodians:

- Control and care for all historical property on loan to an AFHH or Airpark. Comply with the HPA and its attachments.
- Account for the historical property on loan to the organization by conducting an inventory and certifying the listing annually.
- Serve as the organization's point of contact with the USAFMS.
- Advise and assist the command in complying with this instruction.
- Inspect, designate, document, and recover historically significant United States, allied, and enemy properties for the USAFMS.
- Coordinate activities with other historical organizations.
- Work with unit and command historians in documenting significant aircraft and equipment.

12.8. Historical Property Collection Teams (HPCT) The USAFMS Director recommends to the Vice Commander of the Air Force Materiel Command that a temporary HPCT be formed during major military operations and hostilities. The team consists of professionally qualified museum personnel and appropriate military or civilian support personnel. Team composition depends upon the scope and duration of the operation.

12.9. Air Force Field Historians. Enlisted or civilian historians at Air Force wings, centers, and higher headquarters may conduct research in support of museum collections and historical holdings, help with exhibit planning, and serve on oversight committees (see **1.2.**).

12.9.1. In most cases, however, historians are not qualified or available to perform curatorial or major custodial duties. Do not appoint historians as HPCs of airparks.

12.9.2. MAJCOM/HOs coordinate their command's USAFMS activities and serve as their MAJCOM commander's principal advisor on USAFMS issues.

DR. RICHARD P. HALLION, JR.
Air Force Historian

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, March 23, 1990

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, September 16, 1992

AFI 16-402, *Aerospace Vehicle Assignment, Distribution, Accounting, and Termination* (formerly AFR 27-15)

AFI 23-220, *Reports of Survey for Air Force Property* (formerly AFR 68-1)

AFI 24-204, *Preparing Hazardous Materials for Military Air Shipment* (formerly AFR 71-4)

AFI 31-209, *Air Force Resource Protection Program* (formerly AFR 125-37)

AFI 32-7065, *Cultural Resources Management* (formerly AFR 126-7)

AFI 34-123, *Private Organizations Program* (formerly AFR 34-4)

AFI 36-2903, *Dress and Personal Appearance of Personnel* (formerly AFR 35-10)

AFI 37-133, Volume 1, *Records Disposition--Responsibilities and Procedures* (formerly AFM 12-50, Volume 1)

AFI 51-601, *Gifts to the Air Force* (formerly AFR 11-26)

AFMAN (AFM) 67-1, Volume 1, Part 1, *Basic Air Force Supply Procedures*

AFMAN (AFM) 67-1, Volume II, Part 1, *Base Procedures*

AFPD 84-1, *History and Museum Programs*

AFI 84-101, *Historical Products, Services, and Requirements* (formerly AFR 210-3)

AFI 91-204, *Investigating and Reporting Mishaps* (formerly AFR 127-4)

Abbreviations and Acronyms

AAM—American Association of Museums

AFFM—Air Force Field Museum

AFHH—Air Force Historical Holding

AFHRA—Air Force Historical Research Agency

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

CMI—Color, Markings, Insignia

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DPM—Disintegrations Per Minute
DRMO—Defense Reutilization and Marketing Office
DSN—Defense Switched Network
EOD—Explosive Ordnance Disposal
FOA—Field Operating Agency
FOB—Found On Base
HO—History Office
HPA—Historical Property Agreement
HPC—Historical Property Custodian
HPCT—Historical Property Collection Team
HVHP—High Value Historical Property
IDS—Intrusion Detection System
MAJCOM—Major Command
M/D/S—Mission/Design/Series
MOU—Memorandum of Understanding
MWRS—Morale, Welfare, and Recreation Services
NRC—Nuclear Regulatory Commission
NSN—National Stock Number
OI—Operating Instruction
PN—Part Number
RSI—Restoration Support Item
RSO—Radiation Safety Officer
SV—Services
SPD—System Program Director
T.O.—Technical Order
USAFM—United States Air Force Museum
USAFMS—United States Air Force Museum System
U/V—Ultraviolet

Attachment 2**EXHIBIT REQUIREMENTS**

A2.1. Exhibit Design and Planning. Design concepts must pertain to the approved story-line, location, and support facilities, and respect the artifacts to be displayed. Overall design must be balanced, logical, and aesthetically pleasing. Address questions about exhibit design or construction to the USAFMS Exhibits Division, USAFM/MJ, 1100 Spaatz Street, Wright-Patterson AFB OH 45433-7102.

A2.1.1. Exhibit copy must cover a wide range of audience interest and sophistication.

A2.1.2. Use clear, concise, and readable language.

A2.1.3. Display artifacts that are in stable condition and of good overall quality.

A2.1.4. Coordinate designs for artifact support mounts and mounting with the USAFMS Conservator to ensure use of standard museum conservation methods.

A2.1.5. Coordinate designs for mounting archival items with the USAFMS Research Division.

A2.1.6. The minimum distance from the base of all artworks, graphic elements, photographs and exhibit cases will be 32 inches above the floor. This distance requirement does not apply to murals, supergraphics, or cases containing mannequins or large artifacts such as engines.

A2.1.7. Use electronic or typeset systems to letter exhibit titles, text, captions, labels, and signs.

A2.1.8. Use lettering large and thick enough to be easily read from the visitor's viewing position.

A2.1.9. Don't use handprinted, handlettered, typewritten, or calligraphy methods for exhibit titles, text, captions, labels, or signs.

A2.2. Exhibit Case Requirements. Exhibit cases must be well constructed of inert, fireproof, or flame-retardant quality materials and adhesives that inhibit entrance of vermin and dust.

A2.2.1. Front-loading exhibit cases must incorporate a locking mechanism using security head screws and a tight seal to ensure security and preclude dust and vermin.

A2.2.2. Use quarter-inch ultra-violet (U/V) filtering acrylic glazing exclusively for viewing panels of cases. Use it also between the diffuser and light source. Where glazing surfaces join at an angle, bond and round the edges to prevent insertion of a pry tool, and secure them to the cabinet base or to the wall.

A2.2.3. Install U/V sleeves on fluorescent lights.

A2.2.4. Seal all interior surfaces of cases with a high quality, acrylic enamel paint. Orange shellac may be substituted. Allow freshly painted exhibit cases 2 to 3 weeks to ventilate harmful vapors before installing artifacts.

A2.2.5. Ventilate all exhibit cases with 1- to 3-inch diameter ventilation holes. All holes must have a louver and cotton baffle to filter dust and vermin. Install one 1-inch diameter hole per every 8 cubic feet of case space. Spaces larger than 8 cubic feet require one ventilation hole with up to a 3-inch diameter or several well-spaced 1-inch diameter holes.

A2.2.6. Build cases for containing weapons, precious metals, high cash value resources or HVHP requiring IDS protection to the same specifications as standard cases with the following additional requirements:

A2.2.6.1. Use security screws in locations accessible from outside the case. Cover them when possible, or locate them in such a manner that they cannot be tampered with unobserved.

A2.2.6.2. Construct the tops, backs, sides, and bottoms of wall-mounted cases of 3/4-inch plywood or a material of equal or greater strength. Construct non-viewing surfaces of cases to provide greater protection than the viewing surface.

A2.2.6.3. Construct the viewing surfaces to the following specifications:

- Construct viewing panels of at least 1/4-inch thick plate safety glass, transparent acrylic plastic, or transparent polycarbonate plastic.
- Where glazing surfaces join at an angle, bond and round the edges to prevent insertion of a pry tool, and secure them to the cabinet base or to the wall.
- Set the glazing for cases with cabinets in a channel that is at least 1-inch deep and screw it to the base from the inside of the case. It must not be possible to lift the glazing from the base or to slide anything beneath it into the case.
- Secure the glazing for wall-mounted cases to the wall with screws that can't be reached from the front of the case.

A2.2.6.4. Fasten case tops securely to the glazing or to the cabinet base. It must not be possible to lift the top or to slide anything beneath it into the case.

A2.2.6.5. Set hinges for case doors on the inside when possible. It must not be possible to reach the hinge screws from outside the case. Hinged openings must have all hinge butts concealed or pins spot welded, or use a comparable security measure.

A2.2.6.6. Install locks on the doors to all cases. Doors over 3 feet must have a minimum of two locks.

A2.2.6.7. Cases must have at least one alarm end device (such as a microswitch or magnetic contactor) between the artifact and its mount or the base of the case to detect tampering or removal. You may supplement this device with any one or a combination of the following to secure exceptionally high-value or sensitive items: magnetic contact sensors on all case doors; microswitches or magnetic contact sensors under all glazing; or vibration sensors in each case, preferably on the glazing.

A2.2.6.8. Control access to the areas behind alarmed, wall-mounted cases. When it is not possible to control access or alarm the area, install sensing devices such as tamper-proof vibration detectors on the back of the case.

A2.2.6.9. Display alarmed cases so that guards or the museum staff can see them at all times. Don't mount partitions or other view blocks in locations that would allow unobserved access or tampering.

A2.2.7. Keep lighting in the general exhibit areas at a level that promotes the safety and well being of the artifacts. You may use fluorescent lighting with U/V filtering protection, or incandescent or Halo-

gen lighting. Don't use incandescent fixtures or any heat-generating lighting for internal exhibit case lighting.

A2.2.8. Keep lighting in exhibit cases at a level that protects the artifacts. Light level for pigmented or dyed textiles, artwork, manufactured goods, and archival items must not exceed 15 foot-candles.

A2.2.9. Construct and position ballast areas of fluorescent light fixtures in a manner to allow adequate ventilation of heat away from the case interior.

A2.3. Exhibit Maintenance. Establish standards, schedules, and procedures for cleaning and maintaining exhibits.

A2.3.1. Dust exhibit furniture and freestanding objects as required to keep a clean, professional appearance.

A2.3.2. Examine artifacts at least once each month "through the glass" for deterioration. Examine questionable activity "behind the glass" if required.

A2.3.3. Open exhibit cases every 6 months. Dust cases and clean interior glass with housekeeping products and methods that do not harm artifacts. Inspect encased artifacts for evidence of deterioration or damage.

A2.3.4. Remove and treat deteriorating artifacts using standard professional conservation methods (including permanent removal from display).

A2.3.5. Periodically inspect exhibit panels, cases, photographs, transparencies, signs, and labels for any damage, wear, and fading. Repair or replace them as needed.

A2.3.6. Maintain exhibits with "working" parts (such as audio- or video tapes, laser disc or CD players, interactive computer displays, technimation, electrical maps, or other mechanical devices) in good working condition.

A2.4. Exhibit Documentation. Establish a project file for each exhibit, whether a large habitat, multi-case exhibit, or a one-case exhibit, to include:

A2.4.1. An exhibit script.

A2.4.2. A list and accession numbers of artifacts displayed.

A2.4.3. Photocopies with notes on reproduction specifications for photographs displayed.

A2.4.4. All correspondence.

A2.4.5. The preliminary design package, which may include:

- Drawings of plan and elevations.
- Renderings.
- Color scheme.
- Graphics.
- Photographs of study models.

A2.4.6. Construction drawings to include:

- Construction details.

- Dimensions and materials callouts.
- Finish treatments.
- Materials and parts list.
- Security hardware and alarm system.
- Dimensions and cross-referenced notes on placement of graphics, copy, and artifacts.

A2.4.7. Materials manufacturer and sales source list, and as-built drawings and photographs of the finished exhibit.

Attachment 3

COMPLETING AF FORM 3582, USAFMS ACCESSION WORKSHEET

A3.1. The AF Form 3582, USAFMS Accession Worksheet. Use this form (which supersedes AF Form 38) to accession artifacts into the USAFMS collection. The information required for each type of artifact differs. Be accurate and consistent: Enter all like items in exactly the same manner. If you have questions in recording data on any item, contact the USAFMS Registrar.

A3.2. General Cataloging Data. The number in parentheses following the field name indicates the number of characters allowed in that field.

A3.2.1. Field 1 - Accession Number (20). Each artifact or group of artifacts from a single source receives an accession number as it is received. The accession number indicates the year, the four digit HPA number, the artifact's place in the sequence of accessions received that year, and its place in the sequence of items within the accession.

A3.2.1.1. Example: 1993-7001-0035-0001.

- 1993 is the year the Air Force accessioned the artifact.
- 7001 is the four-digit HPA number.
- 0035 identifies it as the 35th artifact accessioned that year.
- 0001 identifies its place in the sequence of items within the accession.

A3.2.1.2. Don't assign the same accession numbers to more than one item. The database rejects any duplicate numbers. Don't assign new accession numbers to artifacts you already have on loan from the USAFM. Accession numbers for these artifacts are listed on DD Forms 1149 and the HPA inventory.

A3.2.2. Field 2 - Nomenclature (40). This is the most important field in the entire record. It includes standard Air Force nomenclature which is found in military supply catalogs, AFI 36-2903, *Dress and Personal Appearance of Personnel*, on labels or identification plates, and in standard reference works. If there is any doubt about the proper format, consult the USAFMS Registrar.

A3.2.3. Field 3 - Class (5). For USAFM use only.

A3.2.4. Field 4 - Period of Usage (10).

A3.2.4.1. The periods of usage are:

- Pre-WWI 1900-13.
- WWI 1914-19.
- Interwar Period 1920-39.
- WWII 1940-47.
- Cold War Period 1948-89.
- Korean Conflict 1950-53.
- Vietnam Conflict 1962-75.
- Gulf War 1990-91.
- Contemporary Period 1992-PR.

A3.2.4.2. European countries were at war from 1939 to 1945 but the United States didn't declare war until December 1941. Even though WWII ended in 1945, this period has been extended to include demobilization and the establishment of the Air Force as a separate armed service.

A3.2.4.3. If items apply to more than one period, such as an A-2 Jacket that was worn in WWII and the Korean Conflict, enter the period of usage as 1941-53.

A3.2.5. Field 5 - Popular Name (30). Enter the popular name of an artifact if it has one. For example:

- Enter FALCON for an AIM-4E missile whose popular name is FALCON.
- Enter MUSTANG for a P-51 aircraft whose popular name is MUSTANG.

A3.2.6. Field 6 - Serial Number (30). Self explanatory.

A3.2.7. Field 7 - Manufacturer (30). Enter the artifact manufacturer's name only. Don't include the address. If the manufacturer's name is not known, then leave blank. For artwork, enter the artist's name in this field.

A3.2.8. Field 9 - Stock Number (30). Enter the military stock number (pre-1958) or the Federal/National Stock Number (post-1958).

A3.2.9. Field 9 - Manufacturer's Part Number (30). Enter the manufacturer's part number. This is a unique number assigned by the manufacturer; don't confuse it with the Government-assigned military/Federal/national stock number.

A3.2.10. Field 10 - Model (15). Enter the model designation of the artifact.

A3.2.11. Field 11 - Contract Number (30). The Purchase Contract Number is assigned by the purchasing agency and appears on many identification plates or tags attached to a US artifact.

A3.2.12. Field 12 - Year of Manufacture (4). Enter the specific year of manufacture, if known.

A3.2.13. Field 13 - Country of Origin (30). Enter the country in which the artifact was manufactured.

A3.2.14. Field 14 - Material of Construction (30). Enter the primary material or materials from which the artifact is made. Separate multiple materials by slashes.

A3.2.15. Field 15 - Item Color (10). Enter the color or primary colors of the artifact. Separate multiple colors by slashes. If the artifact has more than three colors, list it as multicolored.

A3.2.16. Field 16 - Item Size (10). This field applies to clothing only.

A3.2.17. Field 17 - Height (10). Enter the height in feet, inches, and fractions (' for feet, " for inches, and / for fractions). Example: 23' 5 1/2"

A3.2.18. Field 18 - Width (10). See A3.2.17. for proper format.

A3.2.19. Field 19 - Length (10). See A3.2.17. for proper format.

A3.2.20. Field 20 - Weight (10). Enter the weight of an item if it is greater than 10 pounds. Use the weight from shipping documents or from information on the item. Weights can also be found in T.O.s and regulations.

A3.2.21. Field 21 - Diameter (10). Enter the diameter of round objects such as parachutes, instruments, and dishes. (See A3.2.17. for proper format.)

A3.2.22. Field 22 - Cataloger (6). Enter the initials of the individual cataloging the item.

A3.2.23. Field 23 - Field 27. For USAFM use only.

A3.2.24. Field 28 - Aerospace Vehicle Engine Type (18). Enter the engine design for the engine type. (Examples: reciprocating, radial, turbojet, turbofan.)

A3.2.25. Field 29 - Authorized (1). Use for insignia or medals, indicating whether they are officially authorized designs. Determine this from reference materials or from the 36 series AFIs. Enter *A* for Authorized or *U* for Unauthorized.

A3.2.26. Field 30 - Standard (1). Indicate whether the insignia or medals are standard or miniature in size. Enter *S* for Standard or *M* for Miniature.

A3.2.27. Field 31 - Chest of Sleeve (1). Use to indicate where on the garment the unit insignia is worn (chest or sleeve). The garment can be a shirt, jacket, flight suit, or similar item. Enter *C* for Chest or *S* for Sleeve.

A3.2.28. Field 32 - Major Assembly (30). Designate the major assembly to which an artifact belongs. Examples: an aileron that belongs to a B-52 aircraft or a tire that belongs on a Jeep.

A3.2.29. Field 33 - Source of Acquisition (120). Enter the full name and address of the organization or individual who donated or transferred the item.

A3.2.30. Field 34 - Date Received (9). Enter the date the artifact was received in DD/MMM/YY format.

A3.2.31. Field 35 - Type of Acquisition (1). The USAFMS Collection acquires items by one of five methods. Enter the method or type with the appropriate letter designation given:

- Transfer (T).** Any object received for permanent retention by the USAFMS from any Federal organization.
- Donation (D).** Any object received for permanent retention by the USAFMS from an individual or company outside the Federal Government.
- Loan (L).** Any object received on a loan basis regardless of the source.
- Purchase (P).** Any object purchased with appropriated funds.
- Exchange (X).** Any object received as the result of a properly executed formal exchange agreement.

NOTE:

Catalog objects for which the means of acquisition are unknown as Found on Base (FOB). Accession them as Transfers with the donor listed as FOB. Use all means to determine the method of acquisition before declaring an item FOB.

A3.2.32. Field 36 - Location Status (15). Indicate the location status, such as Storage, Exhibit, or Loan.

A3.2.33. Field 37 - Site (1). Enter the site where the artifact is located. All AFFMs must designate storage areas and give a one-letter or -number local code for each area.

A3.2.34. Field 38 - Location (10). Enter the artifact's location code. This local code consists of a letter or number or combination of both for the storage location.

A3.2.35. Field 39 - Building (15). Enter the approved Military Building Number, designating the building where the artifact is stored.

A3.2.36. Field 40 - Last Inventory Date (9). Enter the date of the last inventory performed on this artifact in DD/MMM/YY format.

A3.2.37. Field 41 - Last Inventory ID (6). Enter the initials of the person who conducted the last inventory.

A3.2.38. Field 42 - Field 44. For USAFM use only.

A3.2.39. Field 45 - Historical Significance (60 per line). Carefully state the historical significance of the item: the who, what, where, when, and why. You may use an unlimited number of lines, but the basic details are enough in almost all circumstances.

A3.2.39.1. Obtain historical data from manuals, donor correspondence, T.O.s, regulations, and other sources. If the donor is the primary source of information, attribute the history to the donor ("per donor"). If you use a source of information other than the donor, cite that source in parentheses after the data.

A3.2.39.2. When accepting a donation, try to obtain as much information as possible. If necessary, correspond with the donor. For example, determine who the item belonged to, when and where it was used (battle, theater, campaign), what unit the donor was with, and what aircraft the donor crewed on.

A3.2.39.3. If the item has a suspected historical significance, record it. If this information can't be verified or proves to be false, change the data.

A3.2.39.4. If you need additional space, continue on bond paper.

A3.2.40. Field 46 - Physical Description (60 per line). Explain the physical description and condition of the artifact in a clear, concise manner. If it's in excellent condition, write "Excellent". If the item has a defect, describe the defect briefly and note its location on the item. For example:

- For a coat with insect damage and other defects, write:

Condition: fair. Two small holes from insect damage on lower left sleeve. One button missing.

- For a propeller with major defects, write:

Condition: poor. Wood very dry and split. Tip missing. Very dirty.

This process helps you track the rate of deterioration of an artifact. It can also help you evaluate the conservation method that was used. List all devices (patches, insignia, medals) found on uniform items.

A3.2.41. Field 47 - Conservation (1). Indicate whether the artifact requires immediate conservation (the cataloger determines this). Enter *I* for immediate conservation and *D* for deferred conservation.

Attachment 4

COMPLETING RADIATION SURVEY AND SWIPE LOGS

A4.1. Radiation Survey and Swipe Logs.

A4.1.1. This attachment assumes survey personnel have some knowledge and experience in basic radiation protection and the use of radiation detection instrumentation.

A4.1.2. Aerospace vehicle/component radiation survey documentation consists of two forms, AF Form 3583, **Static Display Aerospace Vehicle/Component Radiation Survey Log**, referred to as Survey Log, and AF Form 3584, **Static Display Aerospace Vehicle/Component Radiation Swipe Log**, referred to as Swipe Log.

A4.1.3. Complete the documentation accurately since these forms become the historical radiation file for the respective aerospace vehicle or item. See the basic instruction for additional information about radiation safety.

A4.2. Survey Log. Complete the Survey Log as follows:

A4.2.1. Base. Self explanatory.

A4.2.2. Accession Number. The USAF Museum assigns this number as a tracking device for all historical property. For components installed on an aerospace vehicle, use the vehicle's number. Obtain accession numbers from the DD Form 1149 used as a receipt for the item.

A4.2.3. M/D/S (Mission/Design/Series). Enter the type of aircraft or missile being surveyed (such as F-105G, B-25B, C-130H).

A4.2.4. Serial Number. Obtain this number from the DD Form 1149 used as a receipt for the vehicle. This number also appears on the aircraft or missile identification plate permanently affixed to the inside of the airframe.

A4.2.5. Radiation Survey Instruments Used. Self-explanatory.

A4.2.6. Item Number. For every vehicle surveyed, begin item numbers with the numeral 1. Number all radioactive components in sequence, beginning with 1. Place this number on the 1/4-inch red paint dot used to identify the item as radioactive.

A4.2.7. Location of Aircraft and Missiles. Specify the radioactive component's location (for example, instrument panel, fuselage station number, wing station number).

A4.2.8. Type. Describe the radioactive component (for example, compass, toggle switch, circuit breaker, counterweight).

A4.2.9. Serial Number. Enter the serial number of the component if present and visible. The serial number is usually located on the back of the instrument. If the number is not readily available, omit the entry.

A4.2.10. Part Number (PN). Enter the manufacturer's part number or model number. See the appropriate Technical Order (T.O.) Dash 4, Illustrated Parts Breakdown for assistance. For Mag-Thor (magnesium thorium alloy) skin panels (such as those found on F-105s) use the panel number painted on them.

A4.2.11. National Stock Number (NSN). Enter if available.

A4.2.12. Condition. Enter a one-word description of the component's condition. Examples: "OK", "Broken", "Cracked", "Flaking."

A4.2.13. Suspected Isotope. If the component is a skin panel, the isotope is probably Th 232 (thorium); the dials, gauges, circuit breakers, toggle switches, and so on are probably Ra 226 (radium); and the counterweights are depleted uranium (DU). If unknown, use a question mark (?).

A4.2.14. Type of Radiation. Both radium and thorium are primarily alpha emitters but do emit beta and gamma radiation. Mark *ABG* (alpha beta gamma) in this column unless you know it to be otherwise.

A4.2.15. Alpha (CPM). Enter alpha measurements in counts per minute (CPM). Use this column for recording measurements when using an alpha detection instrument. Take measurements at the surface or as close to the component as possible without damaging the instrument probe.

A4.2.16. Beta/Gamma (mR/HR). Enter gamma measurements in milliRoentgens per hour (mR/HR). Take measurements at the surface.

A4.2.17. Swipe. Take a swipe sample of all radioactive components. Enter a *y* or *yes* when the swipe has been taken, or *n* or *no* if for some reason the swipe was not taken at the time of the survey. Refer questions on proper swipe submittals to the USAF Armstrong Laboratories, USAF AL/OEBA, 2402 E. Drive, Brooks AFB TX 78235-5000.

A4.2.18. Continue entries on the reverse side. Use additional forms as required and number pages sequentially.

A4.3. Swipe Log. Complete the Swipe Log as follows:

A4.3.1. Heading. The Base and Aerospace Vehicle/Component Identification information must match the associated Survey Log.

A4.3.2. Item Number. Item number 1 on the Swipe Log must correspond to item number 1 on the red paint dot placed on the component and to item number 1 on the Survey Log.

A4.3.3. Base Sample Number. This is a sequential number assigned by the RSO for each item swiped and annotated on the AF Form 495, **Swipe Container** (see **A4.4.**). For example, in a base sample number of *WW9300000*:

- *WW* identifies the number as a swipe sample, and begins base sample numbers.
- *93* indicates the year the sample was taken (1993).
- *00000* is the sequential sample number, which is unique to each item swiped. Don't repeat this number since it indicates one swipe out of a progressive sequence of all swipes taken.

A4.3.4. Isotope Swiped. Request alpha, beta, and gamma analysis (ABG), which will encompass any radioactive component located on the aircraft.

A4.3.5. Radiac Readings Off Swipe. After you make a swipe of the component, measure it for gamma and note the measurement on the Swipe Log and the AF Form 495.

A4.3.6. Date Swiped, Shipped, Received. Self explanatory.

A4.3.7. AL/OEBA Swipe Analysis. USAF AL/OEBA assigns the swipe a number that corresponds to the Base Sample Number. Enter the AL/OEBA ID number and the swipe results on the Swipe Log as they were reported by USAF AL/OEBA. For example, in a swipe number of 49300000:

- 4 is a swipe sample (a constant).
- 93 indicates the year the sample was analyzed (1993).
- 00000 is a sequential sample number.

A4.3.8. Reverse Side. Continue entries on the reverse side. Use additional forms if necessary and number pages sequentially.

A4.4. AF Form 495, Swipe Container. Enter all required information properly and accurately to facilitate a quicker response time from USAF AL/OEBA. The approximate waiting time for analysis reports is 2 to 4 weeks, depending on the number of swipe samples shipped to USAF AL/OEBA at one time.

A4.5. Aircraft Diagrams. Use general arrangement drawings of aerospace vehicles to show the location of Mag-Thor panels. Place the item number corresponding to the panel number from the Survey Log in the general area on the drawing of the aircraft. Keep this document for future reference since the red dot and number on the panel may fade because of weather or age.

A4.6. RSIs and Individual Artifacts. Although the Survey and Swipe Logs are designed for use with aerospace vehicles, they can be adapted to document surveys of RSI holdings and historical property on display or in storage.

A4.6.1. Survey Log. You may list all radioactive RSI holdings or historical property on one or more forms, entering *RSI* or *Historical Property* on the Accession Number line.

A4.6.1.1. Leave M/D/S and serial number blank.

A4.6.1.2. For each group surveyed, begin item numbers with the numeral 1. Number all radioactive components in sequence, beginning with 1. Place this number on the 1/4-inch red paint dot used to identify the item as radioactive.

A4.6.1.3. Enter the RSI inventory number or accession number for historical property in the Location on Aircraft/Missile column.

A4.6.1.4. Complete the remaining entries as described in **A4.2.** and subparagraphs.

A4.6.2. Swipe Log. You may list all swipes on one or more forms, entering *RSI* or *Historical Property* on the Accession Number line.

A4.6.2.1. Leave M/D/S and serial number blank.

A4.6.2.2. Item number 1 on the Swipe Log must correspond to item number 1 on both the component's red paint dot and the Survey Log.

A4.6.2.3. Complete the remaining entries as described in **A4.3.** and subparagraphs.

Attachment 5**CERTIFICATION STANDARDS**

A5.1. Certification Inspections. All AFFMs must receive a certification inspection/quality assessment at least once every 5 years. Prepare for and assist inspections by following the instructions in this attachment.

A5.2. Administration. Organize and make available the following documents and records:

A5.2.1. Current HPA with attachments.

A5.2.2. AFFM master plan:

A5.2.2.1. Approved mission statement, including the scope of collections statement, story-line, and exhibit plan.

A5.2.2.2. A USAFMS certification document, records documenting the museum as an official activity of the installation and where the museum is assigned in the organizational structure.

A5.2.2.3. Conservation or preservation plan and schedule.

A5.2.2.4. Developmental (5-year) plan.

A5.2.2.5. Position descriptions, with staff vitae and staff development (training) plan.

A5.2.2.6. Budget for current year and next 2 years.

A5.2.3. Documents relating to the supporting organization, including:

A5.2.3.1. MOUs between the supporting organization and the installation commander, and between the supporting organization and the AFFM director.

A5.2.3.2. A copy of the SV license granted under AFI 34-123.

A5.2.3.3. Annual financial statements for the past 3 years.

A5.2.3.4. Evidence that the operation of the museum gift shop conforms to the MOUs, AFI 34-123, and this instruction.

A5.2.4. AFFM operating instructions.

A5.2.5. Reference material maintained according to professional standards. At a minimum, include:

- This instruction, with current changes and MAJCOM supplements.
- Professional museum reference books. (See **Attachment 6**)
- Museum policy statements, training text, and information guides issued by the USAFMS.
- Standard secondary reference books in the subject area of the museum mission statement.

A5.2.6. Functional archives with appropriate finding aids maintained according to AFI 37-133, Volume 1, *Records Disposition--Responsibilities and Procedures*, and supporting the development of exhibits and story-line. Include:

- Primary source reference materials in the subject area of the museum mission statement.
- Original photographic images.

A5.2.7. Official files maintained according to AFI 37-133, Volume 1.

A5.2.8. Disaster preparedness and emergency plans outlined in the basic instruction.

A5.2.9. Visitation records based upon actual counts.

A5.2.10. Educational materials to support the training and orientation requirements of the commander.

- The museum performs its educational mission through programs and activities other than its exhibits and group tours, including outreach programs, lectures, guest speakers, and film series.
- The museum informs the local military and civilian communities of its programs through the Public Affairs (PA) Office.

A5.3. Installation Support. Installation commanders must support certification inspection by:

A5.3.1. Budgeting ample appropriated funds to meet this instruction's and other mission requirements.

A5.3.2. Keeping buildings neat and in good repair, and making any outstanding civil engineering work orders available for review, with expected completion dates.

A5.3.3. Providing utilities and restrooms.

A5.3.4. Providing DSN and Class A telephone service.

A5.3.5. Making sure the facility meets requirements for physically-impaired access.

A5.3.6. Keeping grounds neat and attractive.

A5.3.7. Making sure visitors can easily find the museum, preferably by following signs, both on the installation and on major arteries leading to the installation.

A5.3.8. Seeing that adequate parking spaces for visitors are assigned to the museum.

A5.4. AFFM Staff:

A5.4.1. Qualified personnel in the GS-1015 or 1016 series fill the Director, Curator, or combined positions.

A5.4.2. The command must actively attempt to fill all authorized positions with qualified personnel.

A5.4.3. Museums must be staffed at a minimum of 75 percent of their recognized required strength.

A5.4.4. The Civilian Personnel Office must write accurate staff job descriptions and review positions every 3 years.

A5.4.5. The professional staff must be afforded every reasonable opportunity to attend professional conferences.

A5.4.6. Volunteers must work in accordance with Title 10, U.S.C., Section 1588.

A5.5. Security. Museum staffs must:

A5.5.1. Meet security requirements without altering or harming the integrity of museum artifacts.

A5.5.2. Identify HVHP and protect it accordingly.

A5.5.3. Conduct a risk assessment (security survey).

A5.5.4. Display HVHP, high cash value resources, and weapons in cases built to "security case" standards outlined in **Attachment 2**.

A5.5.5. Render weapons temporarily inoperable while on display (except as noted in **Chapter 8**).

A5.5.6. Complete AF Form 3580, **Aerospace Vehicle Static Display Acceptance, Condition, and Safety Certificate**, on all aerospace vehicles.

A5.5.7. Complete Radiation Surveys and assemble proper documentation.

A5.5.8. Provide fire detection in all parts of the facility and connect the central alarm to the installation fire department.

A5.5.9. Make sure hazardous materials are not stored near artifact areas.

A5.5.10. Have fire marshal and facility engineers inspect fire detection and suppression systems on a regular basis.

A5.5.11. Provide emergency lighting.

A5.5.12. Properly handle weapons and munitions (see **Chapter 8**).

A5.5.13. If fire suppression and IDS protection for all areas of the AFFM are not present, include the requirement in the parent organization's financial plan.

A5.6. Accessioning, Cataloging, and Accountability. Museum staffs must:

A5.6.1. Assemble and organize the following documents and records:

- Accession register.
- Source of accession file.
- Historical property accession folders.
- Individual aircraft files.
- Historical property catalog card files.
- RSI inventory records.

A5.6.2. Enter all acquisitions in an accession register within 5 working days of receipt.

A5.6.3. Keep the accession register in good condition with no loose or damaged pages.

A5.6.4. Write accession numbers or groups of numbers in the accession register.

A5.6.5. Secure the accession register when not in use.

A5.6.6. Limit access to the accession register to those who actually use it.

A5.6.7. Create an accession folder for each donation (artifact when appropriate).

A5.6.8. Keep in each folder documentary proof of Air Force ownership of the accessioned artifact.

A5.6.9. Keep in each folder all original incoming correspondence, conservation worksheets, bibliographies, photographs, and other documents concerning artifacts.

- A5.6.10. Tag artifacts with their accession numbers until they are cataloged.
- A5.6.11. Store uncataloged artifacts separately from the remainder of the collection.
- A5.6.12. Once they are cataloged, place permanent accession numbers on artifacts.
- A5.6.13. Place accession numbers so that they are unobtrusive and do not deface the objects or detract from them when exhibited.
- A5.6.14. Remove old accession numbers and other marks that could be construed as current numbers, if you can if reasonably do so without damaging the artifact. Record the numbers in the accession folder and on the remarks section of the current catalog card.
- A5.6.15. Acquire and neatly arrange materials and equipment for accessioning and cataloging.
- A5.6.16. Complete AF Form 3582 for each artifact.
- A5.6.17. Arrange AF Forms 3582 for easy retrieval.
- A5.6.18. On the catalog card, pencil in the location of each artifact.
- A5.6.19. Photograph all artifacts and keep photographs in each folder, storing negatives separately and recording numbers.
- A5.6.20. Apply reference numbers in soft pencil to archives and affix permanent numbers to archival folders or containers.
- A5.6.21. Mark and date reproductions as prescribed to distinguish them from originals.
- A5.6.22. Use local procedures (not AF Form 3582) to catalog reproductions.

A5.7. Artifact Conservation and Preservation. Museum staffs:

- A5.7.1. Make sure historical property is not used for its originally intended purpose. Do not catalog objects in living history demonstrations or any other situations where they could suffer wear, damage, or deterioration.
- A5.7.2. Have adequate climatic controls (heat, air conditioning, and humidity) installed in AFFM display and storage areas to stabilize the environment and preserve the collection.
- A5.7.3. Keep temperature and relative humidity constant, allowing no more than a 5-degree or 5-percent variation of the norm established for the museum.
- A5.7.4. Regularly monitor and record environmental conditions in all areas.
- A5.7.5. Control illumination striking historical objects by type, wave length, and duration according to the sensitivity of each artifact.
- A5.7.6. Keep light-sensitive objects in total darkness or in light proof containers except for temporary inspection, exhibition, study, or conservation.
- A5.7.7. Keep light level for pigmented or dyed textiles, artwork, ethnographic items, or manufactured goods under 15-foot candles.
- A5.7.8. Filter U/V sources.
- A5.7.9. Keep biological agents out of museum artifacts.
- A5.7.10. Regularly fumigate museum facilities.

- A5.7.11. In eradicating biological agents, use methods that cause no harm to the historical collection.
- A5.7.12. Keep museum areas reasonably free of dust and airborne particles and gaseous pollutants.
- A5.7.13. Wear proper gloves (white cotton) when handling artifacts.
- A5.7.14. Use standard conservation or other approved barriers to prevent contact of artifacts with other objects, supporting surfaces, or portions of the object itself that may cause damage.
- A5.7.15. Keep artifacts free of unchecked or nonstabilized corrosion.
- A5.7.16. Keep nonferrous metals free of verdigris or stearates.
- A5.7.17. Keep objects free of hostile adhesives.
- A5.7.18. Program seriously weakened objects for conservation treatment to prevent irreparable damage.
- A5.7.19. Have competent professionals of demonstrated ability who abide by museum ethics perform all conservation work.
- A5.7.20. Make a thorough examination with photographic record and completed condition report before conducting conservation work.
- A5.7.21. Review a summary of proposed treatment with the USAFMS conservator before beginning detailed conservation work.
- A5.7.22. Keep in each accession folder a record, with before and after photographs, of portions added, repaired, and removed and all other work performed on the artifact.
- A5.7.23. Store untreated artifacts and specimens apart from treated ones to prevent contaminating treated artifacts.
- A5.7.24. Keep storage areas exclusively for housing the historical artifact collection.
- A5.7.25. Limit access to storage areas to those working with the collection.
- A5.7.26. Ensure storage areas are large enough for collections on exhibit without crowding collections that are not on exhibit.
- A5.7.27. Organize storage areas for easy access to cabinets, racks, and shelves. Make aisles wide enough for easy maneuvering of artifacts and storage units. Provide enough good-quality cabinets, racks, and shelves to store artifacts adequately. Keep cabinets free of dust and insects.
- A5.7.28. Regularly clean storage areas with housekeeping materials or techniques that do not harm artifacts.
- A5.7.29. Store objects in cabinets separately, using museum-safe containers.
- A5.7.30. Cushion objects to prevent damage from abrasion and movement.
- A5.7.31. Raise bottom shelves of open-shelf units far enough off the floor to minimize damage if flooding should occur.
- A5.7.32. Carefully pack museum boxes, padding contents with museum-safe tissue to prevent damage to artifacts through mishandling.
- A5.7.33. Shelf museum and archival boxes so that their contents are supported and the boxes are not crushed.

- A5.7.34. Use museum-safe materials to separate the contents of archival boxes.
- A5.7.35. Store unframed large prints, sketches, documents, manuscripts, and similar valuable printed materials individually in museum-safe archival folders in cabinets or encapsulate them in mylar and store them flat.
- A5.7.36. Mount matted items with museum-safe materials and safe reversible adhesives.
- A5.7.37. Fumigate all textiles before storing them.
- A5.7.38. Roll large two-dimensional textiles, such as flags and colors, on museum-safe cylindrical supports and suspend them horizontally.
- A5.7.39. Hang garments on padded hangers or lay them flat in wide drawers with proper padding to ensure support.
- A5.7.40. Store long arms in racks of correct size and style to ensure support.
- A5.7.41. Pad weapon racks to prevent damage to weapons.
- A5.7.42. Support and pad edged weapons to prevent damage.
- A5.7.43. Regularly inspect artifacts for signs of deterioration.

A5.8. Exhibits. Exhibits must accurately reflect the scope of collections and mission statements. The museum staffs:

- A5.8.1. Design exhibits to follow an approved story-line.
- A5.8.2. Design exhibits that are tasteful and dignified.
- A5.8.3. Create exhibits that are historically accurate, with no flagrant errors or conscious distortions of historical accuracy.
- A5.8.4. Exhibit objects of good quality and in stable condition.
- A5.8.5. Keep temperature and humidity levels inside exhibit cases within acceptable ranges.
- A5.8.6. Keep lighting in museum and exhibit areas within safe levels for protecting artifacts.
- A5.8.7. Protect light-sensitive materials with U/V filters or other appropriate shields.
- A5.8.8. Use fire resistant materials throughout.
- A5.8.9. Build exhibit cases of quality materials, avoiding hostile substances and adhesives, to minimize the entrance of dust and vermin. (See **Attachment 2.**)
- A5.8.10. Securely mount items to the exhibit to prevent movement, damage, or theft.
- A5.8.11. Use museum-safe materials to construct exhibit furniture or to prevent museum artifacts from contacting hostile surfaces.
- A5.8.12. Use no mounts, supports, or exhibit techniques that would damage objects being displayed.
- A5.8.13. Design exhibits to prevent visitors from casually touching or handling the objects, except in circumstances where visitor participation is the goal.
- A5.8.14. Put no original objects on permanent display, except as outlined in this instruction.
- A5.8.15. Exhibit sensitive objects no longer than 24 months.

- A5.8.16. Make sure oversize objects on long-term exhibit are not suffering damage or deterioration.
- A5.8.17. Do not display original photographs.
- A5.8.18. Periodically examine objects "through the glass" for deterioration, and examine questionable activity more closely.
- A5.8.19. Open exhibit cases at least once every 6 months to dust the case and objects and clean interior glass.
- A5.8.20. Closely inspect display objects every 6 months for deterioration or damage.
- A5.8.21. Keep records of such examinations on file.
- A5.8.22. Design exhibits to be balanced, logical, and aesthetically pleasing.
- A5.8.23. Create a design concept that fits its subject matter and setting.
- A5.8.24. Write label copy that covers a wide range of audience interest and sophistication. Use clear, readable, language.
- A5.8.25. Keep exhibit panels in good condition and not faded, flaking, or otherwise damaged.
- A5.8.26. Keep mounted photographs and transparencies in good condition and protect against fading and scratching.
- A5.8.27. Keep exhibits with "working" portions (that is, audio-tapes, electrical maps, or mechanical devices) in good working condition.
- A5.8.28. Keep a supply of light bulbs of the proper wattage available for replacement in exhibit cases and exhibit rooms.
- A5.8.29. Create and follow standards, schedules, and procedures for cleaning exhibits.
- A5.8.30. Keep the stable protective green patina on brass and bronze objects from being disturbed.
- A5.8.31. Use an inert platform to support vehicles and other oversize artifacts, so that their wheels don't bear the full weight of the object.

A5.9. Aerospace Vehicles. Museum and airpark staffs:

- A5.9.1. Ensure that aircraft and missiles on display reflect favorably on the Air Force (HPA).
- A5.9.2. Keep the display site adequately maintained and attractive.
- A5.9.3. Label or identify aircraft accurately.
- A5.9.4. Secure canopies, windows, doors, hatches, and panels from public entry.
- A5.9.5. Remove antenna wires from aircraft on outdoor display.
- A5.9.6. Birdproof aircraft and missiles by screening, plugging, or covering vents, nozzles, wheel wells, cowlings and cowl flap areas, intakes, air scoops, and exhausts (piston or turbine engines).
- A5.9.7. Secure retractable landing gears in the down position with positive locking devices.
- A5.9.8. Remove or repair any evidence of internal or external corrosion or damage.
- A5.9.9. Allow no water accumulation in the airframe, display mount, or supporting devices.

A5.9.10. Secure control surfaces.

A5.9.11. Use tie-down devices.

A5.9.12. Park aircraft and missiles on paved surfaces or concrete pads. Use stands or tire fill to relieve stress on tires.

A5.9.13. Assemble files for each aircraft. These include documentation of conservation, preservation, restoration or maintenance activities, safeing and demil actions, radiation survey, and a master list of any missing parts or components.

Attachment 6

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Attachment 7

TEXT OF IC 98-1

SUMMARY OF REVISIONS

This interim change (IC) updates the address of the Air Force Historian (paragraph 1.1); provides more detailed guidance for property disposal as recommended by the Air Force Audit Agency (paragraph 6.17); relieves the USAF Museum from processing requests and paying for restoration support items requested by field activities (paragraph 6.18.4); delegates approval authority for display aircraft color, marking, and insignia schemes to Major Command Historians while emphasizing the importance of authenticity (paragraphs 7.3.3, 7.3.4, and 7.3.5); and deletes a requirement that historical property activities prepare a separate memorandum of understanding with base medical units (paragraph 8.3.7.5). A bar (|) preceding a paragraph indicates changes from the previous edition. The entire text of IC 98-1 is at Attachment 7.

1.1. The United States Air Force Museum System (USAFMS). The United States Air Force Museum System (USAFMS) consists of the Air Force's national museum at Wright-Patterson AFB OH, air force field museums, air force historical holdings, and airparks. (Large historical holdings may be referred to as heritage centers.) The USAFMS acquires, cares for, and manages all Air Force historical property. It operates under the policy and guidance of the Air Force Historian (HQ USAF/HO), 500 Duncan Ave., Box 94, Bolling AFB, DC 20332-1111.

6.17. Disposing of Historical Property. Each AFFM director or HPC notifies the Command Historian and USAFM/MUX and requests disposition instructions from the USAFM Director for all excess property (except activity property as defined in paragraph 6.1.6.).

6.17.1. Command Historians, in coordination with USAFM/MUC, may authorize the transfer of property to other historical property collections within their command. Property excess to the Command will be reported to USAFM/MUX for reallocation to other Commands, or for use in the USAF Civilian Museum Loan Program or USAFM Exchange Program. Based on these requirements the USAFM Director will issue a disposition plan to cover these alternatives. Property which is not going to be reallocated will be disposed of through the DRMS

6.17.2. Excess property will not be (a) given, sold, or traded away; (b) returned to donors if it has been accepted as a donation and accessioned into the USAF Historical Property Collection; (c) transferred to civilian museums without approval of the USAFM Director; or (d) transferred to other USAFMS Activities without approval of the USAFM Director and respective Command Historians

6.17.3. USAFM/MUC will be responsible for preparing all transfer documents. The AFFM Director or HPCs will be responsible for preparing all turn-in documents for property being entered into the DRMS. Provide copies of all turn-in documents (listing each item individually or by accession number) to USAFM/MUC.

6.17.4. Return to donors items that were offered to the USAFMS but not accepted or accessioned as historical property. If the donor can not be located or refuses the return, turn the items over to the base security police for disposition as lost and found property according to AFI 31-209, *Air Force Resource Protection Program*.

6.18.4. RSI sources include excess stocks from item managers, DoD reclamation activities, normal supply channels, Defense Reutilization and Marketing Offices (DRMOs), and transfers from other USAF museum activities. An activity may submit a Military Standard Requisitioning and Issue Procedures (MILSTRIP) request for restoration or repair purposes to the Aircraft Maintenance and Regeneration Center (AMARC) after obtaining approval from its Major Command History Office. The requesting unit will be responsible for funding MILSTRIP requests and conducting all necessary research in support of the request. Once the MAJCOM/HO has given approval, the requesting unit may process the request directly with AMARC, while providing courtesy copies of all subsequent correspondence to the MAJCOM/HO. Provide the following information:

7.3.3. The Command Historian (or senior historian for DRUs and FOAs) approves color, markings, and insignia (CMI) packages. The requesting unit will be responsible for development of a package that includes the current paint scheme, the proposed paint scheme, and a justification for the change. All research associated with any proposed CMI packages will be conducted by the requesting unit. Units may paint aircraft to represent another aircraft of the same series and model with the written permission of the Command Historian.

7.3.4. Do not compromise authenticity by adding spurious names, logos, nose art, or other identifying features that violate the historical accuracy of the CMI. Do not compromise CMIs for reasons of personal edification. Do not mix markings from a variety of aircraft, i.e. using the nose art from one aircraft, the serial number of another, and unit codes from a third. Ensure historical accuracy in the placement and style of markings being applied, keeping in mind the "window" or "moment" of history you are representing. Fully document the markings being applied to static display aircraft.

7.3.5. Annotate the appropriate AF Form 3581, USAF Museum Aerospace Vehicle Static Display Maintenance Log, accordingly. Keep an aircraft's true tail number on all records

8.3.7.5. Deleted.